

# **Foreign Service Institute Course Schedule and Tuitions**

October 1, 2014 - September 30, 2016

U.S. Department of State

George P. Shultz National Foreign Affairs Training Center

## **2015 - 2016**



## **Address:**

To ensure timely delivery of your registration forms, we ask that you address your correspondence to:

U.S. Department of State  
Foreign Service Institute  
George P. Shultz National Foreign Affairs Training Center  
Office of the Registrar, Room F1245  
Washington, D.C. 20522-4201

E-mail: [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov)

## **Numbers:**

For general course and registration information, contact the Office of the Registrar:

Telephone: 703-302-7137 or 7144  
TTY Phone: 703-302-7449  
FAX: 703-302-7152  
Student Messages: 703-302-7137 or 7144

For information on specific programs, contact individual department chairs (see numbers on page 6).

## **Catch us online!**

The FSI Catalog is available in multiple formats:

- If you are on the Department's OpenNet, use the intranet address at <http://fsi.state.gov>.
- If you are not on the Department of State's OpenNet, use the Internet address at <http://fsitraining.state.gov>.
- For CD-ROM versions, contact the FSI Office of the Registrar at 703-302-7137/7144.

# Foreign Service Institute

at the George P. Shultz National Foreign Affairs Training Center

The Foreign Service Institute is the Department of State bureau that provides training to Department of State personnel and the personnel of the Foreign Affairs community. FSI offers more than 800 courses, including training in over 70 languages, through classroom instruction and distance learning. Presently, over 250 FSI courses are online, meeting the expanding needs of employees throughout the world. The courses are designed to promote successful performance in each professional assignment, to ease adjustment to other countries and cultures, to promote meaningful family experiences and to enhance the leadership and management capabilities of the foreign affairs community.

The main facilities of the Foreign Service Institute are located on the 72-acre campus of the George P. Shultz National Foreign Affairs Training Center in Arlington, Virginia, just ten minutes from the main Department of State building in Washington, D.C. Classes are held at various locations throughout the metropolitan area, regional training centers and posts throughout the world.

The Shultz Center is a historically significant site. Originally the home of Arlington Hall Junior College, it later served as a U.S. Army installation, known as Arlington Hall Station. In 1989, the land and buildings were transferred to the Department of State to be used for the training of foreign affairs personnel. Historians have deemed the site noteworthy “for its local architectural importance and nationally significant role in American military intelligence operations during World War II.” Four structures dating from the early history of the site as a junior college have been renovated and incorporated into the training center. The training facility was named in honor of George P. Shultz, Secretary of State, 1982-1989, who was instrumental in the establishment of the facility.

Most courses offered from October 2014 through September 2016 are listed in this publication. Courses are added throughout the year and are advertised on the FSI Web Page, through the Department of State’s intranet. If you have questions, please contact the Office of the Registrar at 703-302-7137/7144 or at [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov).

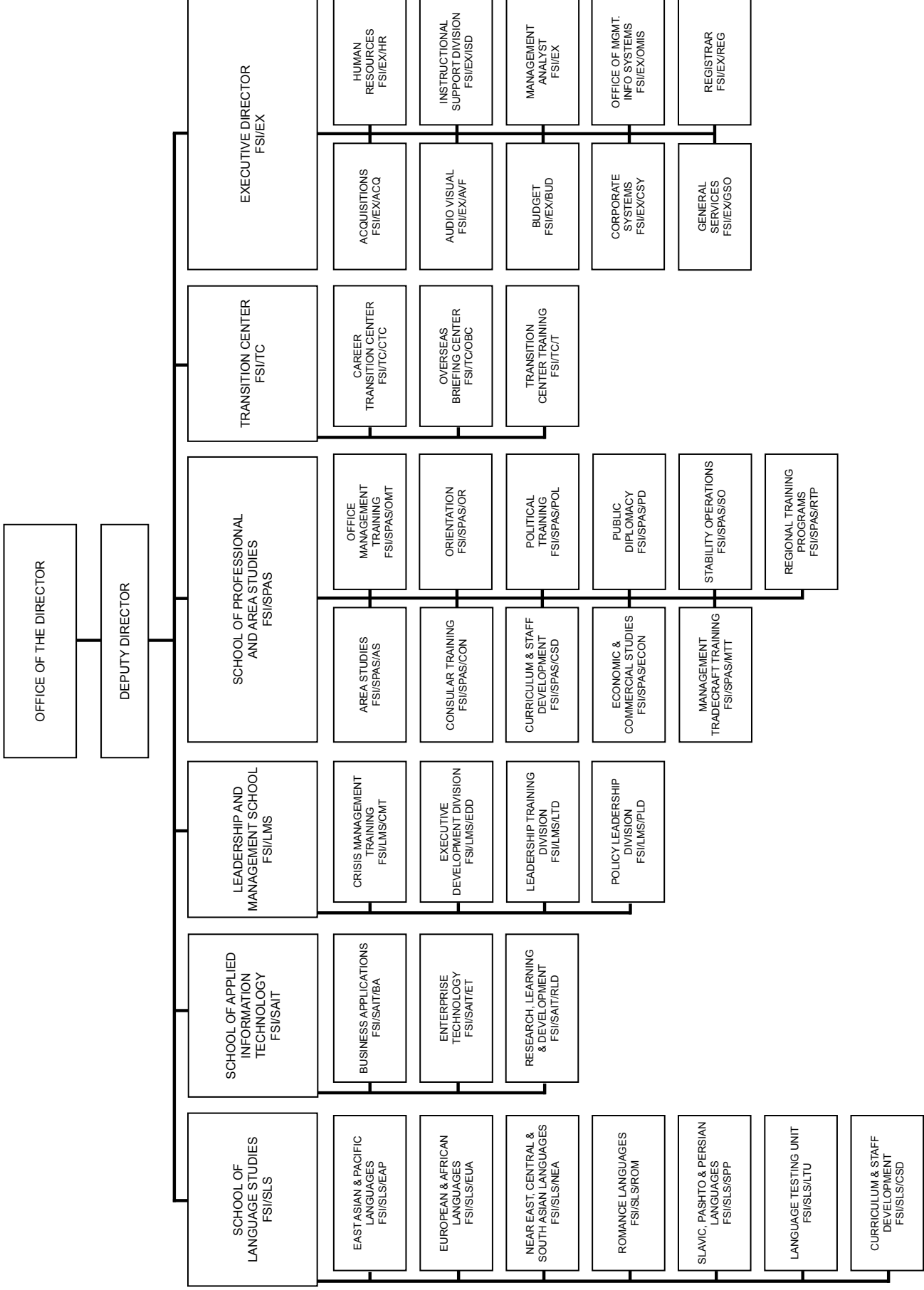


The FSI Course Catalog provides general information about the Shultz Center and details about our courses. Course schedules and tuitions are listed in a separate publication. Please ensure you cross-reference the “Course Catalog” with the “Course Schedule and Tuitions” booklet for class dates and fees information when planning to take a class.



# FOREIGN SERVICE INSTITUTE

October 2014



# How to use this catalog

## 1. How do I find course schedules?

**Course Schedules** are organized under the course themes (shown at right).

## 2. How do I find course descriptions?

**Course Descriptions** are found in the FSI Course Catalog.

## 3. How do I register?

See **Admissions**, page 1-2 or visit FSI's OpenNet Web site at <http://fsi.state.gov>. General questions may be directed to "Ask FSI."

## 4. How do I learn more about the George P. Shultz National Foreign Affairs Training Center (the Shultz Center)?

The **Introduction**, pages 1-10, will answer your questions about the Foreign Service Institute with its language, area, professional, leadership and management training and the Transition Center workshops.

## 5. How do I get to the Shultz Center?

Maps and transportation guides begin on page 76.

## 6. Where do I find general student information?

**General Information**, pages 1-5, answers the most common questions. For additional information, **contact the Office of the Registrar at [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov)** (703-302-7137/7144). Other office numbers can be found within individual courses and on page 6 of the **Introduction**.

## 7. How do I reach someone in training?

Call 703-302-7137 or -7144, or fax 703-302-7152, 7:30 a.m. to 5:00 p.m. In emergencies, messages are delivered to the classroom. Otherwise, messages and official mail for students are placed in mail slots outside the FSI Office of the Registrar, Room F1245.

Introduction .....	I
Area Studies .....	11
Communication and Public Speaking .....	14
Computer and Communications Systems Technology Skills .....	14
Computer End-User Skills .....	19
Consular Training .....	22
Distance Learning .....	26
Diversity .....	35
Economic and Commercial Studies .....	35
Global and Multilateral Issues.....	37
Language Studies .....	37
Leadership/Management .....	39
Management Tradecraft.....	43
Negotiation .....	50
Office Management.....	50
Orientation .....	51
Overseas Living .....	52
Political Training .....	52
Program Planning and Assessment .....	53
Public Diplomacy .....	53
Reconstruction, Stabilization and Conflict Transformation.....	55
Retirement.....	56
Safety .....	56
Security .....	57
Training Skills.....	57
Transitions.....	57
Transition Workshops and Presentations .....	58
Tuitions.....	60
Index .....	70
Maps.....	76

## SYMBOLS

The symbols listed after a course code or title alert you to something special about that course. In most cases there is additional information explained at length in the FSI Course Catalog listing. A brief key for these symbols is printed at the bottom of each page of the Schedule of Classes, but a more complete explanation is provided below:

### Classroom Courses

#### Alternate Schedule:

##### **E** Evening Schedule

Training is scheduled after 5:00 p.m.

##### **W** Weekend Schedule

Training is scheduled on a Saturday.

#### Additional Requirement:

##### **C** Clearance Required

A Security Clearance is required. Please refer to the FSI Course Catalog course descriptions for required clearance level.

##### **S** SkillSoft Component

Course includes either optional or required enrollment to the SkillSoft General Library Distance Learning Program<sup>1</sup>.

##### **N** Nomination

Course requires written recommendation by the employee's supervisor, to be included in the online application.

##### **P** Prerequisite

Prior to course start, students are required to complete specific course(s) of fulfill specific requirements.

##### **R** Recommended Preparation

Prior to course start, students are given suggestions as courses to complete.

### Distance Learning Courses

Unless noted with one of the symbols below, most FSI distance learning training is offered via the Internet or FSI LearnCenter on a self-paced basis. Students have 90 days to complete courses.

##### **D** DVC

Instruction provided via a scheduled "digital video conference," allowing for real-time communication between students and the instructor using a two-way audio, two-way video feed. Multiple visuals can also be incorporated such as PowerPoint and video, making this delivery method one of the most interactive available.

##### **I** Internet

Instruction is provided via the Internet, but not on the FSI LearnCenter.

##### **M** LearnCenter, Mentored Training

Instruction is provided via the Internet on the FSI LearnCenter; courses are mentored by a FSI instructor. Students begin and end training as a group and complete assignments and/or exams according to a set training schedule. In most cases, all communication between instructor and student is electronic, as is the submission of assignments and examinations.

##### **O** OpenNet

Instruction is provided via the Department of State's OpenNet.

##### **W** Webinar

Instruction is provided via the Department of State's OpenNet, generally as a presentation, lecture, workshop or seminar, according to an established training schedule. Students login from their computers to take part in the webinar.

### Online Class Search

Department of State employees can also visit us online on the Department's OpenNet at <http://fsi.state.gov>. Click Course Schedules/Enroll, and then select the search options for the classes you want. You can search by course title, theme, training dates, location, etc.

Non-State students may visit us online at <http://fsitraining.state.gov>.

## General Information

General information about FSI courses can be found on the Department of State OpenNet at <http://fsi.state.gov>.

### Access to the Facility

- Federal Workdays: 7:00 a.m. to 10:00 p.m.
- Weekend and Holidays: 8:00 a.m. to 6:00 p.m.
- Department of State ID badge holders may enter through any one of the card reader access points along the inner perimeter fence or the Visitor's Center.
- Others must enter through the Visitor's Center. An escort may be required.
- Picture identification is required.
- All student and visitor badges must be returned to the Visitor's Center when the course is completed.
- Access during secure hours on weekdays and all day on weekends and holidays for staff and students is through the Visitor's Center.

*Holders of Department of State badges not coded for the Shultz Center, who need access to the facility for an extended period of time, may request access by completing a request access form from the FSI General Services Office, Room F2131. Difficulties or issues regarding badges should be directed to the ID Services Customer Service Center at: [idservicescsc@state.gov](mailto:idservicescsc@state.gov) or telephone 202-647-1775.*

### Accreditation/Certification

The Foreign Service Institute, whose mission is to "develop the men and women our nation requires to fulfill our leadership role in world affairs and to defend U.S. interests," is the primary training institution for the U.S. foreign affairs community. Although not accredited as an academic institution, optional programs afford students the opportunity to obtain academic credit for training completed at FSI.

The Foreign Service Institute participates in the American Council on Education's College Credit Recommendation Service. Several FSI courses and language proficiency tests have been designated for ACE CREDIT recommendation at either the undergraduate or graduate level. Students wishing to participate in this program must declare their intention of pursuing CREDIT recommendation two weeks prior to course start date. To obtain CREDIT recommendation, program participants will be required to complete additional course-

work or achieve a specified final exam/test score. Students then apply to ACE to request an ACE transcript be forwarded to their college or university. Please note that while ACE recommendations are honored at many colleges or universities, the institution has the discretion to use, modify or reject the recommendation.

FSI courses, or language proficiency tests, available for ACE CREDIT recommendation are identified in the FSI course descriptions. Students may review ACE CREDIT recommendation requirements by visiting the FSI online catalog or by requesting information from the course manager. Due to additional requirements, all course offerings may not be available for ACE Credit recommendation. Students should verify availability prior to enrollment by contacting the course manager or the FSI Office of the Registrar at [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov).

Training and/or language proficiency tests that were completed prior to FSI's participation in ACE CREDIT cannot be considered for recommendation. Visit the ACE Web site at <http://www.acenet.edu/nationalguide> and search for FSI's comprehensive approved course list, which includes the course acceptance date and credit recommendation.

Many courses available through the SkillSoft General Library<sup>1</sup> Distance Learning Program have also been recommended for ACE CREDIT recommendation. Please visit the ACE Web site at <http://www.acenet.edu/nationalguide> for complete information on this program.

If the course is not designated for ACE CREDIT recommendation, students who have been accepted to an academic institution may request that institution grant academic credit for training taken at FSI. The FSI Registrar can issue, upon written request, an official transcript and course content memo to the student or institution(s). Students who are currently enrolled in FSI courses should discuss their intent to request academic credit with the course manager who may assign additional coursework or administer an examination prior to recommendation for academic credit. It is the college's or university's decision to approve credit for FSI courses or language proficiency tests.

Some courses available through the SkillSoft General Library<sup>1</sup> Distance Learning Program

may qualify for college credit or Continuing Education Units. Additionally, these courses may prepare Information Technology professionals for vendor certifications. Please refer to the School of Applied Information Technology's Web site at <http://fsi.state.gov/fsi/sait/> for more information.

The decision to seek academic credit for an FSI course is entirely at the student's discretion and is an option made available by FSI for those students who may find it useful in their future academic studies; however, while the student may fulfill the FSI stated requirements, the university, college or training institution may accept, modify or reject the recommendation at their discretion.

To request a transcript and/or course content information:

- If on OpenNet, please visit the FSI Student Records Web site and submit a transcript request.
- If not on OpenNet, email the Registrar's Office at [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov).

### Address

U.S. Department of State  
Foreign Service Institute  
George P. Shultz National Foreign Affairs Training Center  
Office of the Registrar, Room F1245  
Washington, D.C. 20522-4201

Email: [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov)  
Fax: 703-302-7152

### Admissions

#### Department of State Requests for Training (Direct-Hire Employees)

- Apply online on the FSI Web Page at <http://fsi.state.gov>.
- Foreign Service employees and their Eligible Family Members may also apply through the employee's Career Development Officer.
- An approved training application must be submitted before a student will be admitted to class. A separate application is required for each course.
- Required approval signatures (i.e., supervisor and training officer) must be included (if application is submitted online, approvals are processed electronically). Senior Foreign Service and Senior Executive Service are exempt from the approval process.

<sup>1</sup> SkillSoft General Library DL Program, formerly known as "FasTrac"

## Introduction

### General Information

Check the catalog course description for audience information.

#### Non-Department of State Requests for Training (SF-182)

- Non-State personnel must submit an SF-182 at least five working days prior to the class start date. If a request is submitted within five working days of the class start-date, the fee becomes non-refundable. Applications paid by credit card and received 10 working days (or less) prior to start of the course are non-refundable (for details please see the Cancellations, "No Shows" and Incompletes section, page 2).
- The tuition schedule, found in the "Course Schedules and Tuitions" booklet, is subject to change at the beginning of each fiscal year. For example, if you request a course in June that begins after October 1<sup>st</sup>, the tuition is subject to change, as the rates are adjusted annually.
- An approved training request must be submitted before a student will be admitted to class. A separate application is required for each course.
- Requests should be typed and all information completed, including the following:
  - Agency Locator Code for non-State applicants (Section C-5).
  - Department of Defense applicants enter Disbursing Station Symbol Number, in lieu of the Agency Locator Code (Section C-5).
  - Paying Agency's Treasury Account Symbol (Section C under Appropriation Fund field).
  - Clearly identified appropriation funding information to include the obligation number (Section C-4).
  - All required approval signatures (i.e., training officer, supervisor and person authorized to obligate funds on behalf of the agency (Section E-12)).
  - Address, email and telephone numbers for all points of contact (Section C-6).
  - Approval of tuition costs in signature of an appropriate authority of the employee's bureau or agency for the employee or family member.
  - Clearly identified fiscal information (Section B-19).
- Department of State contractors must also submit an approved "Contractor Officer Approval Memo" (see FSI Web Page <http://fsi.state.gov>). If DoS is funding training, also send a GFMS/RFMS screenshot for payments other than credit cards or checks.

Questions regarding enrollment should be directed to the FSI Office of the Registrar

at 703-302-7137/7144 or email at [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov). See also information under *Cancellations*, "No-Shows" and *Incompletes*, page 2.

*Samples and instructions for completing the applications are included in this catalog (see pages 7-10). Visit OPM's Internet Web site at <http://www.opm.gov> or the Department's intranet Web site: <http://fsi.state.gov> to download an SF-182.*

#### Attendance in Class (see also "Leave")

Listed below are the requirements for a student to receive course credit (i.e., for the course to appear on official transcript of training):

- SAIT and SPAS
  - Require 100% attendance of class hours.
- LMS, SLS and TC
  - While 100% attendance is preferred, will grant credit if the student meets the 80% attendance requirement.
- All Schools
  - When a course has an exam requirement, credit will be given when the student meets the attendance requirement **and** achieves a passing score on the exam.

FSI also has a "No-Show/Incomplete Penalty" policy, separate from the above crediting policy. See information under *Cancellations*, "No-Shows" and *Incompletes*, page 2.

#### Cancellations, No-Shows and Incompletes Department of State Students

- State Department students may cancel or reschedule training:
  - Visit the FSI Student Records Web site (<https://sr.fsi.state.gov>) and submit cancellation or reschedule request.
  - Email to [FSICourseCancel@state.gov](mailto:FSICourseCancel@state.gov)
  - Contact your training office.
  - Foreign Service employees, whose training is processed through their CDO, should contact their CDO to cancel or reschedule.
- Students must cancel requests at least five business days prior to the course start date.
  - Bureaus will be charged an amount equal to the tuition fee if the student is a "no-show" for the training.
  - Bureaus will be charged an amount equal to 50% of the tuition fee if the student's attendance is "Incomplete" (i.e., less than 80% attendance).

- Bureaus may provide a substitute student to avoid "no-show" penalties. That student must submit an approved training request prior to the course start. He/she may also bring the application to the Office of Registrar, Room F1245, the morning of the training.
- Waivers for State employees, including those for illness or a family emergency, are at the discretion of the Registrar. Requests for all waivers should be sent in writing to the Registrar (email is acceptable to [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov)).
- Department of State bureaus are responsible for determining accountability for no-shows and incompletes and for taking appropriate action within the bureau.

#### Non-Department of State Students

- Non-Department students may cancel or reschedule training through email to [FSICourseCancel@state.gov](mailto:FSICourseCancel@state.gov) or fax to 703-302-7152.
- If payment is made with a government purchase card, agencies must notify the FSI Office of the Registrar in writing, 10 working days before the course begins to avoid a no-show penalty (e.g., if training start date is Monday, 03/23/15, the last date to cancel is Monday, 03/09/15). Government purchase cards are charged 10 working days in advance of the start date; therefore, a cancellation received after this point is non-refundable.
- If training is funded through a purchase order, agencies must cancel at least five working days prior to the course start date, to avoid their agency being charged a "no-show" penalty. The notification should be sent in writing to the Office of the Registrar.
- Agencies may provide a substitute student to avoid "no-show" penalties. An authorized training request must be received by the FSI Office of the Registrar prior to the substitute attending the class.
- Waivers, including those for illness or a family emergency, are at the discretion of the Registrar. Requests for all waivers should be sent in writing to the Registrar (email is acceptable to [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov)).
- For full-time language training, a fee equal to one week's tuition will be charged for each week the student remains in a "no-show" status. No-shows for language tests will be billed at the full test rate.
- For cancellations of full-time language after training has begun, FSI charges the full week regardless of the training start- or end-date. For payments made by purchase order, FSI will charge the full



week up to the last day that the student attends training. FSI will process a refund for the number of weeks remaining in the training agreement for payments paid in full by credit card, check or money order.

The Office of the Registrar will send email confirmation to the student and training office when request is processed. If email is not received contact the office to confirm.

FSI bills DoS bureaus on a quarterly basis for no-shows and incompletes.

### Language Testing Cancellation Policy

Requests for cancellations must be made at least two full working days (i.e., days excluding weekends and federal holidays) in advance of the test date. A Thursday appointment should be cancelled no later than COB Tuesday, a Monday appointment by COB Thursday, and so on.

### Career Development and Long-Term Training

In addition to the training opportunities offered at FSI, other career development opportunities are available to Department of State employees.

The Bureau of Human Resources announces long-term training opportunities every year. These range in length from six months to a year or longer. Examples of senior long-term training are the National War College and senior fellowships. Mid-level training opportunities include such programs as the Armed Forces Command and Staff College, the Dean and Virginia Rusk Fellowship program and the Una Chapman Cox Sabbatical Leave Program. Career development programs such as Senior Executive Service, Excellence in Government Fellows, USDA's Executive Development Program, New Leader Program and Aspiring Leader Program are available through HR. These programs are listed on the Department's HR Web site and are announced in Department Notices.

### Carpools

A Carpool Bulletin Board is located in the Cafeteria building to assist persons in forming or joining carpools.

### Child Care

The childcare center accommodates approximately 70 children. Children of Department of State employees in classroom training on the Shultz Center campus are eligible. Details are available on the FSI Web Page on the OpenNet, or by contacting the provider Beatrice

Tierney (phone: 703-302-7501; fax 703-302-7503 or email: [childrensintl@aol.com](mailto:childrensintl@aol.com)). The FSI contact is Hope Jacobs, who serves as the Contracting Officer's Representative for the childcare facility (email: [JacobsH@state.gov](mailto:JacobsH@state.gov); phone: 703-302-7264).

### Directions

The George P. Shultz National Foreign Affairs Training Center is located at the junction of Arlington Boulevard (Route 50) and George Mason Drive. Traveling west from Washington, D.C. on Arlington Boulevard, exit on the right at George Mason Drive, turning left at the traffic light. Turn left again at the next traffic light at the end of the overpass, onto Arlington Boulevard service road. Enter the Shultz Center at the second entrance on the right. (See Maps, pages 76-77.)

### Distance Learning

"Distance Learning" is defined as any formal coursework<sup>1</sup> (for which credit is granted) where the instructor and student are separated geographically or where there may not be an instructor at all; however, instructional tools are built into the course. Distance learning may be "synchronous" (i.e., live, real-time course delivery using a variety of communication modes) or "asynchronous" (i.e., any training where interaction is delayed or there is no direct interaction with an instructor). Within distance learning, there are several delivery methods which can be considered synchronous, asynchronous or both:

- **Blended** (*Asynchronous/Synchronous*): Any possible combination of educational delivery methods (i.e., classroom with online, online with text-based, classroom with CD-ROM, online and CD-ROM, etc.) that maximizes the student's learning experience.
- **CD-ROM** (*Asynchronous*): Instruction provided on a compact disc, with read-only-memory, designed to store computer data in the form of text and graphics. The format may be interactive through the use of a variety of technologies; however, the exchange of information is not. Communication with a Department contact may be available as directed in the specific course description.
- **DVC** (*Synchronous*): Instruction provided via a "digital video conference," allowing for real-time, synchronous communication between students and the instructor using a two-way audio, two-way video feed. Multiple visuals can also be incorporated such as PowerPoint and video,

making this delivery method one of the most interactive available.

- **Online** (*Asynchronous/Synchronous*): Instruction is provided via the Department of State's OpenNet or the Internet, usually through the FSI LearnCenter. In most cases, all communication between instructor and student is electronic, as is the submission of assignments and examinations.

In some courses, you can set your own pace; in others, you will be mentored, or guided by an instructor. Distance learning is a convenient and highly personalized way to learn.

<sup>1</sup>FSI utilizes a variety of multimedia in both its distance learning and classroom training such as podcasts, video clips, audio files, etc., which can be accessed on-demand.

### Dress/Classroom Atmosphere

The classroom atmosphere at FSI is somewhat less formal than that of a government office and the grounds of the Shultz Center are ideal for walking, jogging, etc. At the same time, it is a place of business and students should dress with this in mind.

- Coats and ties are normally not required, but neat sport shirts or open-collared dress shirts, sweaters and slacks are appropriate.
- Dresses, slacks, blouses and sweaters are appropriate.
- Shorts, "tee" shirts, halter-tops and flip-flop type footwear are not appropriate.

Senior diplomats from foreign embassies and other high-level officials frequently lecture in FSI courses or visit the Institute. Instructors will try to inform students in advance of such visits. Students are to be dressed for business to meet with these individuals.

FSI is the student's duty station for as long as he or she is enrolled. The business here is learning. This means that students are expected to be alert, to participate and to display courtesy towards all FSI employees and fellow students. Students are expected to be on time and to remain in class until the session is completed.

### External Training

Department of State employees assigned domestically or while in the U.S. are eligible to take training provided by other government agencies or domestic training institutions, colleges, universities and private vendors.

## Introduction

### General Information

The Office of the Registrar manages the Department of State's External Training Program, reviewing and approving all requests for external training, including conferences and seminars, and maintaining external training records. External training may be bureau-funded or FSI-funded, subject to funds availability.

The FSI Office of the Registrar reviews and approves external training requests according to the following criteria:

- A course of the same or similar content is not available at FSI. In those cases where there are questions regarding duplication, the training request will be sent to the appropriate FSI school for review.
- The training is job, career or mission-related training.
- The student has no outstanding training evaluations from prior courses funded by the Department of State.

To request external training, employees complete an online application for training at least four weeks prior to the training start date. The final application may include:

- A signed *DS-3070 Training Agreement*.
- A *Continued Service Agreement* is required if the training exceeds 80 hours.
- *DS-4025 Application for Sponsorship of After-Hours Study* is required if the request is for a college or university course.

Complete the online application via the following link: <https://fsicsapps4.fsi.state.gov/FS182/login.aspx>.

Funding for external training is subject to funds availability and there are some restrictions:

- There is a cap on the amount of tuition that may be funded by FSI. Please contact your bureau training officer for information on funding limits. Bureaus may pay full tuition for training that exceeds the cap for FSI-funded training; however, the student may not pay the difference.
- Tuition may not be split between funding sources.
- Language training, conferences, workshops and seminars may not be funded through the FSI External Training Program, but may be funded by bureaus.
- FSN training is not funded through this program.

For additional information Department of State employees may refer to the Registrar's

Office Web Page on the OpenNet at <http://reg.fsi.state.gov/external.aspx>, contact their bureau training officer or FSI Office of the Registrar at 703-302-7137/7144 or email [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov).

### Language Proficiency and MLAT Testing

Department of State employees should contact the FSI Language Testing Unit at 703-302-7125 to schedule the Language Proficiency test. Appointments must be made at least two weeks in advance (see Accreditation/Certification page 1).

Employees of other agencies may arrange for proficiency and MLAT testing through their agency training office. This service is provided to non-State agencies on a reimbursable basis. (Exception: The cost of language proficiency tests is included in the tuition for Basic and Beyond Three Advanced language training (L 100/101) if the student receives at least 100 hours of training.)

### Leave

Students should not expect to take leave while they are in training because courses are carried out on a continuing basis.

Short-term courses (less than six weeks) require the student to be present for 80% (100% for School of Applied Information Technology and School of Professional and Area Studies) of the course class hours, to receive credit for the course; otherwise, the student must retake the course.

Some long-term courses have occasional optional leave days and class breaks –typically between December 25th and January 1st– when students may take annual leave. Students not wishing to take annual leave during these periods may remain in training, engage in full-time self-study at FSI, or engage in other activities arranged with FSI and their parent agencies.

Department of State students assigned to FSI who wish to take annual leave on optional leave days, or who need to take emergency annual leave, should submit an *OPM-71 Request for Leave or Approved Absence* to their training supervisor. The training supervisor may consult the assignments officer as appropriate. If a student in long-term training must miss a class session due to medical appointments or other official requirements, approval must be obtained in advance from the student's training supervisor. In the event of absence resulting from illness, students

should inform the training supervisor by phone. When the student returns, he/she should submit an *OPM-71*, which has been signed by the training supervisor. FSI may require a doctor's certification in conformance with 3 FAM 3423.

### Students not attending Language Training:

While in training at FSI, DoS students are required to verify their hours by filling out a *DS-4027, Student Time Sheet*. Any leave indicated must be supported by an *OPM-71, Request for Leave* or *Approved Absence* form. Time sheets and leave requests must be signed by student and training supervisor. All documents will be submitted through the Office of the Registrar (in person: Room F1245, email: [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov), or fax: 703-302-7749. You may find all of the necessary forms at the Office of the Registrar or at eForms, <http://eforms.a.state.gov>. Timesheets are due early by COB on the Tuesday before each payday.

### Students attending Language Training:

DoS students attending long-term language training will no longer be asked to complete a time sheet. They will be accounted for in FSI's Student Time and Attendance Records System. Students are still required to submit the required forms (e.g., leave requests) to account for any time not in training to their language training supervisor. SLS will provide additional information during the language school's orientation.

### Messages

FSI email accounts are available for students who are in long-term training (six weeks or longer). Request forms are available in the Office of the Registrar, Room F1245. Requests are submitted to the Office of Management Information Systems, Room F1304. Computers for student use are available throughout the Institute.

Mail slots are located outside of the FSI Office of the Registrar, Room F1245 for student messages. Emergency messages for a student will be delivered to the student's classroom. Otherwise, students will be notified by email for messages, faxes and official mail. Messages may be left at 703-302-7137 or 703-302-7144 from 7:30 a.m. to 5:00 p.m., Monday through Friday.

### Parking

- Short-term parking for approved individuals in classroom training at FSI is available for \$5.00 per day, paid to the parking attendant at the entrance kiosk. Individuals will receive a placard that must be completed

and placed in their windshield. Shultz Center permit parking is very limited and only available on a space available basis. We strongly encourage the use of Metro or the State shuttle bus. We must caution that a parking space may not be available.

- A two-week permit is available for students who are taking a two-week course only. The cost is \$15, subject to review and approval.
- Monthly parking permits are available for staff and students who are assigned to FSI for longer periods. The cost is \$25 a month, subject to an annual review and possible adjustment. Applications must be submitted through the FSI Web Page on the OpenNet at <http://fsi.state.gov>.
- Two-hour visitor parking is available in the visitor parking lot, next to the Visitor's Center.
- Lots P1 through P4 are for individuals who park at FSI on a daily basis.
- By agreement with Arlington County and local citizens groups, no parking is permitted on South George Mason Drive or in the neighborhood adjacent to the campus.

## Special Needs Accommodations

The Shultz Center was designed to accommodate students and staff with special needs. The sidewalk and hallway ramps, restrooms, doors and elevators provide access for those with special needs. In addition, most of the door signs to classrooms and offices are in Braille, and a TTY phone is available for use in the Office of the Registrar, Room F1245.

Department of State students requiring additional services (e.g., readers, interpreters, etc.) should contact the Disability/Reasonable Accommodations Division (HR/ER/DRAD) of the Office of Employee Relations HR/ER/DRAD, at 202-261-8173.

Non-State students requiring additional services must make arrangements through their parent agency. The parent agency is responsible for payment of services.

All students should indicate their requirements on the training application and also contact the individual School program office to ensure that the School will be prepared on the day of training.

## Training Toolkits

FSI publishes several training toolkits to assist Department of State employees and supervisors in identifying training and devel-

opment opportunities. These include *Foreign Affairs Agency Employees and Eligible Family Members, Language, Leadership and Management, Civil Service Employees, Foreign Service Generalists and Specialists and Resource Guide for Foreign Service Nationals and Locally Employed Staff*. These training toolkits are available on the FSI OpenNet at <http://fsi.state.gov>.

## Transcripts

Official transcripts of completed courses may be obtained by submitting a request on the FSI Web Page under *Student Records* (<https://sr.fsi.state.gov>) or by sending an email to the [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov). Unofficial transcripts are available in FSI Student Records. Students who are pursuing ACE CREDIT recommendation must contact ACE directly for a transcript (see Accreditation/Certification page 1).

## Transportation Services

**State shuttle bus service** is available during the workday between Main State and the Shultz Center. An acceptable form of identification must be presented to board the shuttle bus.

Schedules are available in the C Street lobby at Main State, the Shultz Center Visitor's Center, the FSI Office of the Registrar, Room F1245 and on the Department of State OpenNet Web site.

## Public transportation (Metrorail/Metrobus):

- **Ballston Metro Station** on the Orange Line is the closest stop to FSI. From the Ballston Metro Station, take 22A (Pentagon) Metrobus to the bus stop at the Shultz Center entrance on South George Mason Drive and Sixth Street. To return to the Ballston Metro Station from the Shultz Center, take the 22A (Ballston) Metrobus.
- **Rosslyn Metro Station** is another option. Take the 4A (Seven Corners) Metrobus southbound to the bus stop on Arlington Boulevard (Route 50) across from FSI. You must cross the highway overpass and enter the facility through the Arlington Boulevard entrance. To return to Rosslyn Metro station, take the 4A (Rosslyn) Metrobus, northbound from the bus stop at the entrance on Arlington Boulevard entrance.

*Schedules and routes periodically change, so please check the Washington Metropolitan Area Transit Authority Web site at <http://www.wmata.com> or call Metro directly at 202-637-7000.*

## Tuition and Reimbursements

No tuition is charged for direct-hire U.S. government employees of the Department of State to attend regularly scheduled training. Bureaus are charged, however, if an employee fails to attend class (see *Cancellations, "No-Shows," and Incompletes*, page 2). Bureaus may be asked to pay for specially requested programs or to develop new programs or special offerings.

Non-State employees shall pay for the training according to the tuition schedule, located in the "Course Schedules and Tuitions" booklet, under the provisions of the Economy Act and the Foreign Affairs Reform and Restructuring Act.

Tuitions are subject to change at the beginning of each fiscal year. For example, if you request a course in June that begins after October 1<sup>st</sup>, the tuition is subject to change because the rates are adjusted annually.

Other agencies may request special programs. Funding for such programs will be required.

Language training will be billed as a full week, regardless of the day of the week on which the training starts or ends.

*Please direct questions on the reimbursement policy to the FSI Budget Office at 703-302-7289.*

## Weather-Related Closings

The Foreign Service Institute is a federal government facility and part of the Department of State; therefore, it follows the policies determined by the Office of Personnel Management for delayed closings, early dismissals, or delayed arrival policies for the federal government.

The Office of Personnel Management normally notifies the news media by 6:00 a.m. when one of these events occurs. Students should listen to their local radio or television stations for information or check the OPM Web site at [www.opm.gov](http://www.opm.gov) for the federal government announcement.

Long-term students of FSI should discuss notification processes with their Division Coordinator or Language Training Supervisor. They should also register in the Centralized Notification System (CENS) on the DoS OpenNet.

## Contact Numbers

For general course and registration information, contact the FSI Office of the Registrar:

**Email:** FSIRegistrar@state.gov  
**Telephone:** 703-302-7137 or 7144  
**TTY Phone:** 703-302-7449  
**FAX:** 703-302-7152  
**Student Messages:** 703-302-7137 or 7144

For information on specific programs, contact individual department chairs.

For other information, contact the Office of the Registrar, at 703-302-7137/7144, email at FSIRegistrar@state.gov, fax 703-302-7152, or the Executive Director for Management at 703-302-6729, FAX 703-302-7227.

### Visit FSI online at:

**Intranet:** <http://fsi.state.gov>  
**Internet:** <http://fsitraining.state.gov>

## Executive Office for Management

**EXECUTIVE DIRECTOR**  
703-302-6729

**AUDIO VISUAL FACILITY**  
703-302-6788

**BUDGET AND MANAGEMENT OFFICE**  
703-302-7284

**GENERAL SERVICES/ACQUISITIONS**  
703-302-7233

**HUMAN RESOURCE OFFICE**  
703-302-6813

**INSTRUCTIONAL SUPPORT DIVISION**  
703-302-7153

**OFFICE OF MANAGEMENT INFORMATION SYSTEMS**  
703-302-7201

**OFFICE OF THE REGISTRAR**  
703-302-7137/7144

## Leadership and Management School

703-302-6743

**CRISIS MANAGEMENT TRAINING**  
703-302-7366

**EXECUTIVE DEVELOPMENT**  
703-302-7194

**LEADERSHIP TRAINING DIVISION**  
703-302-7199

**POLICY LEADERSHIP DIVISION**  
703-302-7117

## School of Applied Information Technology

703-302-6957

**BUSINESS APPLICATIONS**  
703-302-6752

**ENTERPRISE TECHNOLOGY**  
703-302-9023

**RESEARCH, LEARNING AND DEVELOPMENT**  
703-302-7566

## School of Language Studies

703-302-7242

**EAST ASIAN AND PACIFIC LANGUAGES**  
703-302-7293

**EUROPEAN AND AFRICAN LANGUAGES**  
703-302-7013

**NEAR EAST, CENTRAL AND SOUTH ASIAN LANGUAGES**  
703-302-7291

**ROMANCE LANGUAGES**  
703-302-7527

**SLAVIC, PASHTO AND PERSIAN LANGUAGES**  
703-302-7061

**LANGUAGE TESTING UNIT**  
703-302-7125  
**CURRICULUM AND STAFF DEVELOPMENT**  
703-302-7279

## School of Professional and Area Studies

703-302-6940

**AREA STUDIES**  
703-302-2320

**CONSULAR TRAINING**  
703-302-7164

**CURRICULUM AND STAFF DEVELOPMENT**  
703-302-6916

**ECONOMIC AND COMMERCIAL STUDIES**  
703-302-7256

**MANAGEMENT TRADECRAFT TRAINING**  
703-302-7246

**OFFICE MANAGEMENT TRAINING**  
703-302-6923

**ORIENTATION**  
703-302-6996

**POLITICAL TRAINING**  
703-302-7184

**PUBLIC DIPLOMACY**  
703-302-6870

**REGIONAL TRAINING PROGRAMS**  
703-302-6754

**STABILITY OPERATIONS**  
703-302-6917

## Transition Center

703-302-7272

**CAREER TRANSITION CENTER**  
703-302-7407

**THE OVERSEAS BRIEFING CENTER**  
703-302-7275

**TRAINING DIVISION**  
703-302-7268

# FSI Training Application(s)

An approved application must be submitted before a student will be admitted to training. For more information, see Admissions, page 1.

## Department of State Applications

The online application system is available to direct-hire Department of State employees, personal services contractors and Eligible Family Members through the DoS OpenNet. This automated system is accessed through the course descriptions via the FSI Catalog (<http://fsi.state.gov>). Combined with FSI Student Records, Department of State employees can submit, track and review their training schedules with ease.

Located on a secure site within the FSI Web Page (<http://fsi.state.gov>), the online application system allows you to submit your training application, print a copy for your records and track the progress of your application as it moves through the approval process. In addition, FSI Student Records (<https://sr.fsi.state.gov>) allows you to review, reschedule, cancel and/or print your complete schedule of upcoming training (i.e., classroom, distance learning and external training). You may also request an official transcript or print a combined unofficial student transcript of all completed FSI, distance learning, DSTC and external training.

### Application for FSI Training

The automated application for FSI training should be used by students requesting FSI classroom or distance learning training (foreign service may also request training through their Career Development Officer). An example of a "blank" automated application is provided for your review. Whenever possible, the system will autofill all available requested information (see page 8).

The standard application requires the following information:

- Requested Course
- General Student Information (e.g., name, position, etc.)
- Supervisor/Training Officer (SFS/SES excepted)
- Travel/Per Diem (if applicable)
- Remarks (i.e., special considerations)

Applications to some FSI courses, such as SAIT technical courses or where selection is by nomination, will require additional information. In these cases, an addendum to the application will be included.

For external training application procedures, see *Application for FSI External Training*.

### Application for FSI External Training

Students who are eligible for the FSI External Training Program (see page 3) should use the automated external training application, located on the FSI Web site (<https://fsicsapps4.fsi.state.gov/SF182/login.aspx>) to apply for training. Those who have an active FSI Student Training Record will be allowed to login and process the application. Those who do not should contact the FSI Office of the Registrar at 703-302-7137/7144 or email [FSIRegistrar@state.gov](mailto:FSIRegistrar@state.gov) for assistance.

The online application is divided into four sections:

- Trainee Information
- Course Information
- Costs and Billing Information
- Approvals Information

The applicant will be guided through the process as he/she completes the application requirements. All approvals are routed electronically and the applicant will be kept apprised of the process through the system email.

When the application is submitted, the system will provide a list of required documents and offer the opportunity to print the complete application package. At that time, any additional required documents such as the *DS-3070 Training Agreement*, *Continued Service Agreement*, or *DS-4025 Application for Sponsorship of After-Hours Study* must be printed, signed, authorized and emailed to [FSI-ExternalTraining@state.gov](mailto:FSI-ExternalTraining@state.gov) or faxed to the FSI External Training Office at 703-302-7152.

### Non-Department of State Applications

The OPM *SF-182 Request, Authorization and Certification of Training Form* is to be used by: 1) Department of State contractors requesting training with FSI; and, 2) Non-Department of State personnel requesting training with FSI. See Admissions, page 1 of this catalog for more information and/or pages 9 and 10 for an example of the SF-182. Additional information can be found on the OPM Web site (<http://www.opm.gov/forms/html/sf.asp> - "Electronic Forms"). See pages 6-14 of the actual SF-182 form for explicit instructions. For the purpose of example, only pages 1 and 2 are included in this catalog.

Note: Department of State contractors must also submit an approved "Contractor Officer Approval Memo" (see FSI Web Page at [http://fsi.state.gov/admin/reg/default.asp?Cat=Registration&TOP=Contractor or%20Training](http://fsi.state.gov/admin/reg/default.asp?Cat=Registration&TOP=Contractor%20Training) for example).

## Introduction

FSI Training Application(s)



Office of the Registrar

### FSI Training Application

**Title**      **Course Number**      **Section**      **Start Date**      **End Date**      **Length of Training**

**Name (Last, First, Middle, Suffix):**  ,    **Sex:**

**Employee Type:**  **Pay Plan:**  **Grade:**

Enter legal name

**Domestic Bureau:**  **Office:**

or **Overseas Post:**

Enter Bureau/Office  
Or Post

**Office Address:**

**Office Phone Number:**

**E-mail Address:**

"Click" to open  
GAL Link

☐ This is my present assignment    ☐ This is my proposed assignment

[Click here to enter Supervisor Information](#)

[Click here to enter Training Officer/CDO Information](#)

**Travel Amount:**

**Per Diem Amount:**

**Remarks:(400 characters, maximum)**

(In this space, describe special accommodation needs; language students not current proficiency in the target language; PSCs note working title and contract dates; and provide any other information relevant to your enrollment.)

400 characters left.

[Submit Request](#)

[Cancel Request](#)

### PRIVACY ACT STATEMENT

**AUTHORITY:** PL 79-724 and PL 85-507; E.O. 9397 for the SSN.

**PRINCIPAL PURPOSE:** To obtain information necessary for the Foreign Service Institute to administer student participation in FSI courses. In addition, the SSN will be utilized to incorporate the applicant's record of training in the automated student training management system and personnel system.

**ROUTINE USES:** The personal information and SSN are used by FSI to determine eligibility for enrollment, maintain student records, and perform other administrative functions inherent in student administration. This information may also be released to other Government agencies or other training institutions in the event they will be consulted on matters relating to your application.

**DISCLOSURE:** Mandatory for both personal information and SSN. Failure to provide this information could result in the applicant not being able to attend courses at the Foreign Service Institute.

<b>AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING</b>			A. Agency, code agency subelement and submitting office number		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
<b>Section A - TRAINEE INFORMATION</b> Please read instructions on page 6 before completing this form						
1. Applicant's Name (Last, First, Middle Initial)			2. Social Security Number/Federal Employee Number		3. Date of Birth (yyyy-mm-dd)	
4. Home Address (Number, Street, City, State, ZIP Code) (Optional)			5. Home Telephone (Optional) (Include Area Code)		6. Position Level (Mark (X) one)	
					<input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive	
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency))			8. Office Telephone (Include Area Code and Extension)		9. Work Email Address	
10. Position Title		11. Does applicant need special accommodation?  <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please describe below		
12. Type of Appointment	13. Education Level (click link to view codes or go to page 7)	14. Pay Plan	15. Series	16. Grade	17. Step	
<b>Section B - TRAINING COURSE DATA</b>						
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)			1b. Location of Training Site (if same, mark box) <input type="checkbox"/>			
			1c. Vendor Telephone Number		1d. Vendor Email Address	
2a. Course Title	2b. Course Number Code	3. Training Start Date (Enter Date as yyyy-mm-dd)		4. Training End Date (Enter Date as yyyy-mm-dd)		
5. Training Duty Hours	6. Training Non-Duty Hours	7. Training Purpose Type (Click link to view codes or go to page 9)		8. Training Type Code (Click link to view codes or go to page 9)		
9. Training Sub Type Code (Click link to view codes or go to page 9)	10. Training Delivery Type Code (Click link to view codes or go to page 12)	11. Training Designation Type Code (Click link to view codes or go to page 13)		12. Training Credit	13. Training Credit Type Code (Click link to view codes or go to page 13)	
14. Training Accreditation Indicator (Check below)  <input type="checkbox"/> Yes <input type="checkbox"/> No	15. Continued Service Agreement Required Indicator (Check below)  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)		17. Training Source Type Code (Click link to view codes or go to page 13)		
18. Training Objective				19. AGENCY USE ONLY		
<b>Section C - COSTS AND BILLING INFORMATION</b>						
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable			
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund	
a. Tuition and Fees	\$		a. Travel	\$		
b. Books & Material Costs	\$		b. Per Diem	\$		
c. TOTAL	\$		c. TOTAL	\$		
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS (Furnish invoice to):			
4. Document / Purchasing Order / Requisition Number						
5. 8 - Digit Station Symbol (Example - 12-34-5678)						

## Introduction

### SF-182, Request, Authorization, Agreement and Certification of Training Form

#### Section D - APPROVALS

1a. Immediate Supervisor - *Name and title*

1b. Area Code / Telephone Number

1c. Email Address

1d. Signature

1e. Date

2a. Second-line Supervisor - *Name and title*

2b. Area Code / Telephone Number

2c. Email Address

2d. Signature

2e. Date

3a Training Officer - *Name and title*

3b. Area Code / Telephone Number

3c. Email Address

3d. Signature

3e. Date

#### Section E - APPROVALS / CONCURRENCE

1a. Authorizing Official - *Name and title*

1b. Area Code / Telephone Number

1c. Email Address

1d. Signature

☐ Approved ☐ Disapproved

1e. Date

#### Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

1a. Authorizing Official - *Name and title*

1b. Area Code / Telephone Number

1c. Email Address

1d. Signature

1e. Date

TRAINING FACILITY ~ Bills should be sent to office indicated in item C6. 1 Please refer to number given in item C4 to assure prompt payment.



## Area Studies

## Africa Region

**Sub Saharan Africa: Central Africa and Great Lakes**

Course Code ASAFI002

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***Sub Saharan Africa: East Africa and the Horn**

Course Code ASAFI001

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***Sub Saharan Africa: Southern Africa and Indian Ocean**

Course Code ASAFI003

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***Sub Saharan Africa: West Africa**

Course Code ASAF1004

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.*

## Asia Region

**Northeast Asia: China**

Course Code ASEAP2002

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***Northeast Asia: Japan**

Course Code ASEAP2003

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for

students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***Northeast Asia: Korea**

Course Code ASEAP2004

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

**Southeast Asia: Mainland Southeast Asia (except Vietnam)**

Course Code ASEAP2005

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***Southeast Asia: Maritime Southeast Asia**

Course Code ASEAP2006

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first

## Course Schedules

### Area Studies

day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

#### At Shultz Center

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Southeast Asia: Vietnam

Course Code ASEAP2007

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

#### At Shultz Center

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### The Pacific Region: Australia, New Zealand and Pacific Island Nations

Course Code ASEAP2001

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

#### At Shultz Center

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Eurasia Region

### Eurasia: Russia

Course Code ASEUR3002

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

#### At Shultz Center

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Eurasia: The Caucasus

Course Code ASEUR3001

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

#### At Shultz Center

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Eurasia: Ukraine and Belarus

Course Code ASEUR3003

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

#### At Shultz Center

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Europe Region

### Europe: Regional Introduction

Course Code ASEUR4001

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

#### At Shultz Center

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Near East and North Africa Region

### Near East and North Africa: North Africa

Course Code ASNEA5003

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

#### At Shultz Center

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Near East and North Africa: The Arabian Peninsula

Course Code ASNEA5001

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***Near East and North Africa:  
The Fertile Crescent**

Course Code ASNEA5002

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***South and Central Asia Region****South and Central Asia:  
Central Asia**

Course Code ASSCA6001

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***South and Central Asia:  
South Asia Sub-Continent**

Course Code ASSCA6002

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***Western Hemisphere Region****Western Hemisphere:  
Andean Republics**

Course Code ASWHA7001

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***Western Hemisphere: Brazil**

Course Code ASWHA7002

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004

08/24/15 09/04/15 2 Weeks 0005  
FY16 schedule to be determined.*\*Classes are not held on federal holidays.***Western Hemisphere:  
Caribbean**

Course Code ASWHA7003

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***Western Hemisphere:  
Central America**

Course Code ASWHA7004

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.***Western Hemisphere: Haiti**

Course Code ASWHA7005

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003



## Course Schedules

Area Studies – Communication and Public Speaking – Computer and Communications Systems Technology Skills

06/15/15 06/26/15 2 Weeks 0004  
08/24/15 09/04/15 2 Weeks 0005  
FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Western Hemisphere: Mexico

Course Code ASWHA7006

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

At Shultz Center

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Western Hemisphere: Southern Cone

Course Code ASWHA7007

**Schedule:** Two weeks. Classes may meet between 8:30 a.m. and 4.30 p.m. The exact hours of individual courses vary. On the first day of class, additional time is required for students to process through security. Students are requested to arrive at FSI by 8:00 a.m. to ensure they will arrive at class on time.

At Shultz Center

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
04/20/15	05/01/15	2 Weeks	0003
06/15/15	06/26/15	2 Weeks	0004
08/24/15	09/04/15	2 Weeks	0005

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Communication and Public Speaking

### Better Office English: Oral

Course Code PK226

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
12/08/14	12/12/14	5 Days	0001
06/15/15	06/19/15	5 Days	0002

FY16 schedule to be determined.

### Career Builders: Communication Skills

Course Code PK209

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/06/14	11/07/14	2 Days	0001
03/16/15	03/17/15	2 Days	0002

FY16 schedule to be determined.

### Communication Skills

Course Code RP273 P

**Schedule:** Four hours.

FY15/16 schedule to be determined.

### Effective Speaking and Listening Skills

Course Code PK240

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/15/14	10/17/14	3 Days	0001
11/03/14	11/05/14	3 Days	0002
01/21/15	01/23/15	3 Days	0003
05/13/15	05/15/15	3 Days	0004

FY16 schedule to be determined.

### Foreign Service National Communication Skills

Course Code RP373 P

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

### Writing Skills I – Grammar Fundamentals

Course Code PK325

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001
02/09/15	02/13/15	5 Days	0002
04/20/15	04/24/15	5 Days	0003
07/13/15	07/17/15	5 Days	0004

FY16 schedule to be determined.

### Writing Skills II – Intermediate Business Writing

Course Code PK326 S P

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/17/14	11/21/14	5 Days	0001
03/09/15	03/13/15	5 Days	0002
05/04/15	05/08/15	5 Days	0003
08/24/15	08/28/15	5 Days	0004

FY16 schedule to be determined.

### Writing Skills III – Advanced Business Writing

Course Code PK327 P

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
12/02/14	12/03/14	2 Days	0001
03/19/15	03/20/15	2 Days	0002
05/27/15	05/28/15	2 Days	0003

FY16

10/08/15 10/09/15 2 Days 0001

Additional FY16 schedule to be determined.

## Computer and Communications Systems Technology Skills

### 3.7x Satellite System Operations and Maintenance

Course Code YW431 C

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.

At Warrenton Training Center

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001
12/01/14	12/05/14	5 Days	0002
02/02/15	02/06/15	5 Days	0003
03/02/15	03/06/15	5 Days	0004
03/30/15	04/03/15	5 Days	0005
04/13/15	04/17/15	5 Days	0006
05/11/15	05/15/15	5 Days	0007
06/15/15	06/19/15	5 Days	0008
07/27/15	07/31/15	5 Days	0009
08/17/15	08/21/15	5 Days	0010

FY16 schedule to be determined.

### Avaya CallPilot System Administration

Course Code YW496 ①

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001
12/08/14	12/12/14	5 Days	0002
02/17/15	02/20/15	4 Days	0003*
04/20/15	04/24/15	5 Days	0004
06/01/15	06/05/15	5 Days	0005
08/24/15	08/28/15	5 Days	0006

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Avaya (Nortel) Meridian 61C/11C (CSI000M)

Course Code YW497 ①

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
10/06/14	10/17/14	2 Weeks	0001*
11/24/14	12/05/14	2 Weeks	0002*
02/02/15	02/13/15	2 Weeks	0003
04/06/15	04/17/15	2 Weeks	0004
05/18/15	05/29/15	2 Weeks	0005*
08/10/15	08/21/15	2 Weeks	0006

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### CallPilot Installation and Maintenance

Course Code YW495 ② ①

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
11/12/14	11/14/14	3 Days	0001
03/03/15	03/05/15	3 Days	0002
04/27/15	04/29/15	3 Days	0003
06/29/15	07/01/15	3 Days	0004
09/14/15	09/16/15	3 Days	0005

FY16 schedule to be determined.

### Certified Information System Security Professional Review Seminar

Course Code YW762 ①

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
10/27/14	11/07/14	2 Weeks	0001
02/23/15	03/06/15	2 Weeks	0002
04/27/15	05/08/15	2 Weeks	0003
07/13/15	07/24/15	2 Weeks	0004

FY16 schedule to be determined.

### Classified Equipment Lifecycle Management

Course Code YW320 ②

**Schedule:** Two days; 8:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Commercial and Digital Satellite Terminals

Course Code YW433 ②

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.  
At Warrenton Training Center

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001
10/27/14	10/31/14	5 Days	0002
12/01/14	12/05/14	5 Days	0003
01/12/15	01/16/15	5 Days	0004
02/09/15	02/13/15	5 Days	0005
03/09/15	03/13/15	5 Days	0006
04/13/15	04/17/15	5 Days	0007
05/04/15	05/08/15	5 Days	0008
06/08/15	06/12/15	5 Days	0009
07/06/15	07/10/15	5 Days	0010
07/27/15	07/31/15	5 Days	0011
08/17/15	08/21/15	5 Days	0012
09/14/15	09/18/15	5 Days	0013

FY16 schedule to be determined.

### COMSEC and CRYPTO

Course Code YW226 ②

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
12/15/14	12/19/14	5 Days	0001
01/05/15	01/09/15	5 Days	0002
03/02/15	03/06/15	5 Days	0003
04/20/15	04/24/15	5 Days	0004
06/08/15	06/12/15	5 Days	0005
07/20/15	07/24/15	5 Days	0006
08/17/15	08/21/15	5 Days	0007

FY16 schedule to be determined.

### COMSEC Auditor Annual Mandatory Refresh Training

Course Code YW770 ① ②

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### COMSEC Auditor Foundations

Course Code YW771 ② ①

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### CSI000 Database Administration Release 6.0 and Up

Course Code YW490 ①

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
10/06/14	10/17/14	2 Weeks	0001*
11/24/14	12/05/14	2 Weeks	0002*
02/02/15	02/13/15	2 Weeks	0003
04/06/15	04/17/15	2 Weeks	0004
05/18/15	05/29/15	2 Weeks	0005*
08/10/15	08/21/15	2 Weeks	0006

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### CSI000 Release 7.5 Installation and Maintenance

Course Code YW491 ①

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
12/15/14	12/19/14	5 Days	0001
03/16/15	03/20/15	5 Days	0002
05/04/15	05/08/15	5 Days	0003
07/13/15	07/17/15	5 Days	0004
09/21/15	09/25/15	5 Days	0005

FY16 schedule to be determined.

### Current Installation Practices

Course Code YW203 ②

**Schedule:** Three weeks; 8:00 a.m. to 4:00 p.m.  
At Warrenton Training Center

Begin	End	Length	Section
11/03/14	11/21/14	3 Weeks	0001*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Department of State Applied Systems

Course Code YW279 ② ①

**Schedule:** Three weeks; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Course Schedules

### Computer and Communications Systems Technology Skills

#### Diplomatic Telecommunications Service Satellite (Satcom Theory) Communications, Introduction to

Course Code YW435 **C** **I**

##### Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.  
Online: Students have two weeks to complete this 40-hour course.

##### At Warrenton Training Center

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001
11/17/14	11/21/14	5 Days	0002
01/05/15	01/09/15	5 Days	0003
01/26/15	01/30/15	5 Days	0004
03/09/15	03/13/15	5 Days	0005
04/27/15	05/01/15	5 Days	0006
06/01/15	06/05/15	5 Days	0007
07/13/15	07/17/15	5 Days	0008
08/10/15	08/14/15	5 Days	0009
09/28/15	10/02/15	5 Days	0010

##### On Internet:

Begin	End	Length	Section
10/13/14	10/24/14	2 Weeks	DL01
11/10/14	11/21/14	2 Weeks	DL02
12/08/14	12/19/14	2 Weeks	DL03
01/12/15	01/23/15	2 Weeks	DL04
02/09/15	02/20/15	2 Weeks	DL05
03/09/15	03/20/15	2 Weeks	DL06
04/13/15	04/24/15	2 Weeks	DL07
05/11/15	05/22/15	2 Weeks	DL08
06/08/15	06/19/15	2 Weeks	DL09
07/13/15	07/24/15	2 Weeks	DL10
08/10/15	08/21/15	2 Weeks	DL11
09/14/15	09/25/15	2 Weeks	DL12

FY16 schedule to be determined.

#### Duplexer Tuning and Installation

Course Code YW346 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At SA-7

Begin	End	Length	Section
11/10/14	11/14/14	4 Days	0001*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

#### Enterprise Satellite Service

Course Code YW439 **C**

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

#### FASTNet Core Operations and Maintenance

Course Code YW303 **C** **I** **P**

##### Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.  
Online: Students have three weeks to complete this 40-hour course.

##### At Warrenton Training Center

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001
01/05/15	01/09/15	5 Days	0002
02/02/15	02/06/15	5 Days	0003
03/23/15	03/27/15	5 Days	0004
04/06/15	04/10/15	5 Days	0005
05/04/15	05/08/15	5 Days	0006
06/22/15	06/26/15	5 Days	0007
08/17/15	08/21/15	5 Days	0008
09/21/15	09/25/15	5 Days	0009

##### On Internet:

Begin	End	Length	Section
10/27/14	11/14/14	3 Weeks	DL01
11/24/14	12/12/14	3 Weeks	DL02
12/22/14	01/09/15	3 Weeks	DL03
01/26/15	02/13/15	3 Weeks	DL04
02/23/15	03/13/15	3 Weeks	DL05
03/23/15	04/10/15	3 Weeks	DL06
04/27/15	05/15/15	3 Weeks	DL07
05/25/15	06/12/15	3 Weeks	DL08
06/22/15	07/10/15	3 Weeks	DL09
07/27/15	08/14/15	3 Weeks	DL10
08/24/15	09/11/15	3 Weeks	DL11

FY16 schedule to be determined.

#### FASTNet Operations and Troubleshooting

Course Code YW307 **C**

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.

##### At Warrenton Training Center

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001
11/17/14	11/21/14	5 Days	0002
12/01/14	12/05/14	5 Days	0003
01/12/15	01/16/15	5 Days	0004
01/20/15	01/23/15	4 Days	0005*
02/09/15	02/13/15	5 Days	0006
03/16/15	03/20/15	5 Days	0007
03/30/15	04/03/15	5 Days	0008
04/13/15	04/17/15	5 Days	0009
04/27/15	05/01/15	5 Days	0010
06/01/15	06/05/15	5 Days	0011
06/15/15	06/19/15	5 Days	0012
07/06/15	07/10/15	5 Days	0013
07/20/15	07/24/15	5 Days	0014
08/10/15	08/14/15	5 Days	0015
08/24/15	08/28/15	5 Days	0016
09/14/15	09/18/15	5 Days	0017
09/28/15	10/02/15	5 Days	0018

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

#### FASTNet Provisioning Bootcamp

Course Code YW305 **C** **P**

**Schedule:** Two weeks; 8:00 a.m. to 4:00 p.m.

##### At Warrenton Training Center

Begin	End	Length	Section
10/27/14	11/07/14	2 Weeks	0001
03/02/15	03/13/15	2 Weeks	0002
05/11/15	05/22/15	2 Weeks	0003
07/27/15	08/07/15	2 Weeks	0004

FY16 schedule to be determined.

#### Federal Information Risk Assessment

Course Code YW610

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

##### At Shultz Center

Begin	End	Length	Section
01/26/15	01/30/15	5 Days	0001
08/03/15	08/07/15	5 Days	0002

FY16 schedule to be determined.

#### Information Program Center Operations and Fundamentals

Course Code YW231 **C**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

#### Information Resources Management Tradecraft

Course Code YW387 **C** **R** **S**

**Schedule:** Three weeks; 9:00 a.m. to 4:00 p.m.

##### At SA-15

Begin	End	Length	Section
02/02/15	02/20/15	3 Weeks	0001*
04/06/15	04/24/15	3 Weeks	0002
06/01/15	06/19/15	3 Weeks	0003
08/10/15	08/28/15	3 Weeks	0004

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

#### IRM for New Employees, Introduction to

Course Code PS380

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

##### At Shultz Center

Begin	End	Length	Section
02/17/15	02/20/15	4 Days	0001*
04/13/15	04/17/15	5 Days	0002
08/03/15	08/07/15	5 Days	0003

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## IRM Tradecraft for the Information Technology Manager

Course Code YW319 **C** **R**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
03/02/15	03/13/15	2 Weeks	0001
07/13/15	07/24/15	2 Weeks	0002

FY16 schedule to be determined.

## IT Business Case Part I

Course Code YW420 **P** **R**

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## IT Business Case Part II

Course Code YW421 **P** **R**

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## IT Disaster Recovery and Contingency Planning

Course Code YW263 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001
10/27/14	10/31/14	5 Days	0002
11/24/14	11/28/14	4 Days	0003*
01/12/15	01/16/15	5 Days	0004
02/02/15	02/06/15	5 Days	0005
03/02/15	03/06/15	5 Days	0006
03/16/15	03/20/15	5 Days	0007
04/13/15	04/17/15	5 Days	0008
04/27/15	05/01/15	5 Days	0009
05/11/15	05/15/15	5 Days	0010
06/08/15	06/12/15	5 Days	0011
06/22/15	06/26/15	5 Days	0012
07/20/15	07/24/15	5 Days	0013
08/10/15	08/14/15	5 Days	0014
09/14/15	09/18/15	5 Days	0015

*At Johannesburg, Republic of South Africa*

Begin	End	Length	Section
03/23/15	03/27/15	5 Days	0016
06/15/15	06/19/15	5 Days	0017

*At Manila, Philippines*

Begin	End	Length	Section
03/16/15	03/20/15	5 Days	0018
05/18/15	05/22/15	5 Days	0019
08/03/15	08/07/15	5 Days	0020

*At RIMC Florida*

Begin	End	Length	Section
11/10/14	11/14/14	4 Days	0021*
03/02/15	03/06/15	5 Days	0022
05/18/15	05/22/15	5 Days	0023
08/17/15	08/21/15	5 Days	0024

*At RIMC Frankfurt*

Begin	End	Length	Section
11/24/14	11/28/14	4 Days	0025*
03/02/15	03/06/15	5 Days	0026
04/06/15	04/10/15	5 Days	0027
05/11/15	05/15/15	5 Days	0028
06/15/15	06/19/15	5 Days	0029
07/06/15	07/10/15	5 Days	0030
08/17/15	08/21/15	5 Days	0031

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Local Emergency and Evacuation Network-VHF/UHF

Course Code YW268

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/03/14	11/07/14	5 Days	0001
02/02/15	02/06/15	5 Days	0002

FY16 schedule to be determined.

## Low Cost Satellite Terminal Operations and Maintenance

Course Code YW432 **C**

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.

*At Warrenton Training Center*

Begin	End	Length	Section
11/17/14	11/21/14	5 Days	0001
01/12/15	01/16/15	5 Days	0002
02/23/15	02/27/15	5 Days	0003
03/23/15	03/27/15	5 Days	0004
04/20/15	04/24/15	5 Days	0005
05/18/15	05/22/15	5 Days	0006
06/22/15	06/26/15	5 Days	0007
08/03/15	08/07/15	5 Days	0008
08/31/15	09/04/15	5 Days	0009
09/21/15	09/25/15	5 Days	0010

FY16 schedule to be determined.

## Meridian Voice Mail

Course Code YW499 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

## Microsoft Exchange Essentials

Course Code YW430 **P** **R** **S**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/03/14	11/07/14	5 Days	0001
12/01/14	12/05/14	5 Days	0002
01/26/15	01/30/15	5 Days	0003

03/09/15	03/13/15	5 Days	0004
03/23/15	03/27/15	5 Days	0005
04/20/15	04/24/15	5 Days	0006
06/01/15	06/05/15	5 Days	0007
07/27/15	07/31/15	5 Days	0008
09/08/15	09/11/15	4 Days	0009*

*At Johannesburg, Republic of South Africa*

Begin	End	Length	Section
03/16/15	03/20/15	5 Days	0023
06/08/15	06/12/15	5 Days	0024

*At Manila, Philippines*

End	Length	Section
03/09/15	03/13/15	5 Days
05/11/15	05/15/15	5 Days
07/27/15	07/31/15	5 Days

*At RIMC Florida*

Begin	End	Length	Section
11/03/14	11/07/14	5 Days	0010
02/23/15	02/27/15	5 Days	0011
05/11/15	05/15/15	5 Days	0012
08/10/15	08/14/15	5 Days	0013

*At RIMC Frankfurt*

Begin	End	Length	Section
11/17/14	11/21/14	5 Days	0014
02/09/15	02/13/15	5 Days	0015
03/09/15	03/13/15	5 Days	0016
03/30/15	04/03/15	5 Days	0017
05/04/15	05/08/15	5 Days	0018
06/22/15	06/26/15	5 Days	0019
07/13/15	07/17/15	5 Days	0020
08/10/15	08/14/15	5 Days	0021
08/24/15	08/28/15	5 Days	0022

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Microsoft Exchange Server 2010

Course Code YW429 **P**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Nortel Business Communication Manager

Course Code YW297 **P**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/20/14	10/31/14	2 Weeks	0001
02/23/15	03/06/15	2 Weeks	0002
05/04/15	05/15/15	2 Weeks	0003
07/27/15	08/07/15	2 Weeks	0004

FY16 schedule to be determined.

## Course Schedules

### Computer and Communications Systems Technology Skills

#### Onyx Operations and Troubleshooting

Course Code YW308 ②

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.

At Warrenton Training Center

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001
10/27/14	10/31/14	5 Days	0002
12/01/14	12/05/14	5 Days	0003
12/15/14	12/19/14	5 Days	0004
01/05/15	01/09/15	5 Days	0005
01/20/15	01/23/15	4 Days	0006*
02/02/15	02/06/15	5 Days	0007
02/23/15	02/27/15	5 Days	0008
03/09/15	03/13/15	5 Days	0009
03/23/15	03/27/15	5 Days	0010
04/06/15	04/10/15	5 Days	0011
04/20/15	04/24/15	5 Days	0012
05/04/15	05/08/15	5 Days	0013
05/18/15	05/22/15	5 Days	0014
06/08/15	06/12/15	5 Days	0015
06/22/15	06/26/15	5 Days	0016
07/13/15	07/17/15	5 Days	0017
07/27/15	07/31/15	5 Days	0018
08/10/15	08/14/15	5 Days	0019
08/24/15	08/28/15	5 Days	0020
09/14/15	09/18/15	5 Days	0021
09/28/15	10/02/15	5 Days	0022

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

#### Regional Emergency and Evacuation Network-HF

Course Code: YW345 ②

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/17/14	11/21/14	5 Days	0001
02/17/15	02/20/15	4 Days	0002*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

#### Satellite Communication Terminals SC-3 and SC-7 Retrofit Operations and Maintenance

Course Code YW438 ②

**Schedule:** Four days; 8:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

#### SC-9 Satellite Terminal Operations

Course Code YW436 ②

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.

At Warrenton Training Center

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001
12/08/14	12/12/14	5 Days	0002
01/20/15	01/23/15	4 Days	0003*
02/23/15	02/27/15	5 Days	0004
03/16/15	03/20/15	5 Days	0005
03/30/15	04/03/15	5 Days	0006
04/27/15	05/01/15	5 Days	0007
05/18/15	05/22/15	5 Days	0008
06/15/15	06/19/15	5 Days	0009
07/13/15	07/17/15	5 Days	0010
08/03/15	08/07/15	5 Days	0011
08/31/15	09/04/15	5 Days	0012
09/21/15	09/25/15	5 Days	0013

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

#### SC-9 Satellite Terminal Troubleshooting

Course Code YW437 ② ③

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.

At Warrenton Training Center

Begin	End	Length	Section
11/03/14	11/07/14	5 Days	0001
12/15/14	12/19/14	5 Days	0002
01/26/15	01/30/15	5 Days	0003
03/02/15	03/06/15	5 Days	0004
04/06/15	04/10/15	5 Days	0005
05/11/15	05/15/15	5 Days	0006
06/22/15	06/26/15	5 Days	0007
07/20/15	07/24/15	5 Days	0008
08/10/15	08/14/15	5 Days	0009
09/28/15	10/02/15	5 Days	0010

FY16 schedule to be determined.

#### SC-11 Operations and Maintenance

Course Code YW591 ②

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.

At Warrenton Training Center

Begin	End	Length	Section
10/27/14	10/31/14	5 Days	0001
01/05/15	01/09/15	5 Days	0002
02/02/15	02/06/15	5 Days	0003
03/23/15	03/27/15	5 Days	0004
04/20/15	04/24/15	5 Days	0005
06/01/15	06/05/15	5 Days	0006
07/06/15	07/10/15	5 Days	0007
08/24/15	08/28/15	5 Days	0008
09/14/15	09/18/15	5 Days	0009

FY16 schedule to be determined.

#### SC-11 Troubleshooting

Course Code YW592 ②

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

#### Security\*

Course Code YW261

**Schedule:**

Classroom: Eight days; 9:00 a.m. to 4:00 p.m.  
Online: Students have eight days to complete this course.

At Shultz Center

Begin	End	Length	Section
11/12/14	11/21/14	8 Days	0002
02/17/15	02/26/15	8 Days	0004
05/26/15	06/04/15	8 Days	0006
07/13/15	07/22/15	8 Days	0007

At RIMC Frankfurt

Begin	End	Length	Section
02/17/15	02/26/15	8 Days	0009
04/06/15	04/15/15	8 Days	0010
08/10/15	08/19/15	8 Days	0011

On Internet

Begin	End	Length	Section
10/14/14	10/23/14	8 Days	DL01
01/20/15	01/29/15	8 Days	DL02
04/06/15	04/15/15	8 Days	DL03

FY16 schedule to be determined.

#### Simulated Operations

Course Code YW286

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

#### SMART System Administrator: Messaging Operations

Course Code YW533 ②

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/14/14	10/17/14	4 Days	0001*
01/12/15	01/16/15	5 Days	0002
03/09/15	03/13/15	5 Days	0003

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

#### Supporting CA Systems and Applications

Course Code PS310 ② ③ ④

**Schedule:** Five days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001
11/17/14	11/21/14	5 Days	0002



01/26/15	01/30/15	5 Days	0003
04/27/15	05/01/15	5 Days	0004
05/11/15	05/15/15	5 Days	0005

*At Johannesburg, Republic of South Africa*

Begin	End	Length	Section
06/01/15	06/05/15	5 Days	0012
06/08/15	06/12/15	5 Days	0013

*At RIMC Bangkok*

Begin	End	Length	Section
02/23/15	02/27/15	5 Days	0006
03/02/15	03/06/15	5 Days	0007

*At RIMC Frankfurt*

Begin	End	Length	Section
03/30/15	04/03/15	5 Days	0008
04/06/15	04/10/15	5 Days	0009
07/13/15	07/17/15	5 Days	0010
07/20/15	07/24/15	5 Days	0011

FY16 schedule to be determined.

## Systems Administration in a Virtual Environment

Course Code YW458 **P** **R**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/10/14	11/21/14	2 Weeks	0001*
12/08/14	12/19/14	2 Weeks	0002
01/05/15	01/16/15	2 Weeks	0003
02/02/15	02/13/15	2 Weeks	0004
03/16/15	03/27/15	2 Weeks	0005
03/30/15	04/10/15	2 Weeks	0006
04/27/15	05/08/15	2 Weeks	0007
06/08/15	06/19/15	2 Weeks	0008
07/06/15	07/17/15	2 Weeks	0009
08/03/15	08/14/15	2 Weeks	0010
09/14/15	09/25/15	2 Weeks	0011

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Telephone, Basic

Course Code YW142 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/17/14	11/21/14	5 Days	0001
01/26/15	01/30/15	5 Days	0002
03/30/15	04/03/15	5 Days	0003
08/03/15	08/07/15	5 Days	0004

FY16 schedule to be determined.

## VoIP, Introduction to

Course Code YW145

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/03/14	11/07/14	5 Days	0001
02/17/15	02/20/15	4 Days	0002*
06/01/15	06/05/15	5 Days	0003
07/06/15	07/10/15	5 Days	0004

08/31/15	09/04/15	5 Days	0005
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FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Windows 7 Administration

Course Code YW426

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001
12/01/14	12/05/14	5 Days	0002
01/20/15	01/23/15	4 Days	0003*
02/09/15	02/13/15	5 Days	0004
03/09/15	03/13/15	5 Days	0005
03/30/15	04/03/15	5 Days	0006
04/20/15	04/24/15	5 Days	0007
05/11/15	05/15/15	5 Days	0008
06/15/15	06/19/15	5 Days	0009
07/27/15	07/31/15	5 Days	0010
08/17/15	08/21/15	5 Days	0011

*At Johannesburg, Republic of South Africa*

Begin	End	Length	Section
06/22/15	06/26/15	5 Days	0022

*At Manila, Philippines*

Begin	End	Length	Section
03/23/15	03/27/15	5 Days	0023
05/11/15	05/15/15	5 Days	0024

*At RIMC Florida*

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0012
01/26/15	01/30/15	5 Days	0013
04/13/15	04/17/15	5 Days	0014
07/13/15	07/17/15	5 Days	0015

*At RIMC Frankfurt*

Begin	End	Length	Section
11/24/14	11/28/14	5 Days	0016*
03/02/15	03/06/15	5 Days	0017
05/11/15	05/15/15	5 Days	0018
06/22/15	06/26/15	5 Days	0019
07/13/15	07/17/15	5 Days	0020
08/24/15	08/28/15	5 Days	0021

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Windows Server 2008, Advanced

Course Code YW457 **P**

**Schedule:** Three weeks; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/31/14	3 Weeks	0001*
01/05/15	01/23/15	3 Weeks	0002*
02/17/15	03/06/15	3 Weeks	0003*
03/30/15	04/17/15	3 Weeks	0004
05/11/15	05/29/15	3 Weeks	0005*
07/06/15	07/24/15	3 Weeks	0006
08/17/15	09/04/15	3 Weeks	0007

*At Johannesburg, Republic of South Africa*

Begin	End	Length	Section
02/23/15	03/13/15	3 Weeks	0018
05/18/15	06/05/15	3 Weeks	0019*

*At Manila, Philippines*

Begin	End	Length	Section
02/17/15	03/06/15	3 Weeks	0020*
04/20/15	05/08/15	3 Weeks	0021
07/06/15	07/24/15	3 Weeks	0022

*At RIMC Florida*

Begin	End	Length	Section
10/14/14	10/31/14	3 Weeks	0008*
02/02/15	02/20/15	3 Weeks	0009*
04/20/15	05/08/15	3 Weeks	0010
07/20/15	08/07/15	3 Weeks	0011

*At RIMC Frankfurt*

Begin	End	Length	Section
10/27/14	11/14/14	3 Weeks	0012*
01/20/15	02/06/15	3 Weeks	0013*
03/09/15	03/27/15	3 Weeks	0014
04/13/15	05/01/15	3 Weeks	0015
06/01/15	06/19/15	3 Weeks	0016
07/20/15	08/07/15	3 Weeks	0017

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Computer End-User Skills

### Adobe Connect - Managing Webinar Meeting Rooms

Course Code PS356 **P** **R**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/07/14	10/09/14	3 Days	0001
11/18/14	11/20/14	3 Days	0002
01/07/15	01/09/15	3 Days	0003
03/16/15	03/18/15	3 Days	0004
04/13/15	04/15/15	3 Days	0005
06/09/15	06/11/15	3 Days	0006
07/20/15	07/22/15	3 Days	0007
08/17/15	08/19/15	3 Days	0008
09/14/15	09/16/15	3 Days	0009

FY16 schedule to be determined.

### Customized Applications Training (Three Days)

Course Code PS324 **P** **S**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.

Contact the School of Applied Information Technology at 703-302-6752 to arrange schedule.

### Customized Applications Training (Two Hour)

Course Code PS323 **P** **S**

**Schedule:** Two hours; between 9:00 a.m. to 4:00 p.m. Contact the School of Applied Information Technology at 703-302-6752 to arrange schedule.

## Course Schedules

### Computer End-User Skills

#### MS Access 2010 – Level One

Course Code PS771 **P R S**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/24/14	11/25/14	2 Days	0002
05/26/15	05/27/15	2 Days	0005
07/27/15	07/28/15	2 Days	0006

*At Main State*

Begin	End	Length	Section
10/14/14	10/15/14	2 Days	0001
03/10/15	03/11/15	2 Days	0003
04/14/15	04/15/15	2 Days	0004

FY16 schedule to be determined.

#### MS Access 2010 – Microsoft Office Specialist

Course Code PS773 **P S**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
01/05/15	01/09/15	5 Days	0001
08/10/15	08/14/15	5 Days	0002

FY16 schedule to be determined.

#### MS Excel 2010 – Level One

Course Code PS774 **R S**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/22/14	10/23/14	2 Days	0001
02/02/15	02/03/15	2 Days	0006
03/03/15	03/04/15	2 Days	0007
03/30/15	03/31/15	2 Days	0008
04/27/15	04/28/15	2 Days	0009
06/29/15	06/30/15	2 Days	0012
07/30/15	07/31/15	2 Days	0013
08/24/15	08/25/15	2 Days	0014

*At Main State*

Begin	End	Length	Section
11/12/14	11/13/14	2 Days	0002
12/08/14	12/09/14	2 Days	0003
01/20/15	01/21/15	2 Days	0005
05/18/15	05/19/15	2 Days	0010
06/12/15	06/15/15	2 Days	0011
09/21/15	09/22/15	2 Days	0015

FY16 schedule to be determined.

#### MS Excel 2010 – Level Two

Course Code PS775 **P R S**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/01/14	10/02/14	2 Days	0001
03/05/15	03/06/15	2 Days	0005
04/29/15	04/30/15	2 Days	0008
07/01/15	07/02/15	2 Days	0010
08/26/15	08/27/15	2 Days	0011

*At Main State*

Begin	End	Length	Section
11/14/14	11/17/14	2 Days	0002
01/22/15	01/23/15	2 Days	0004
04/09/15	04/10/15	2 Days	0006
04/09/15	04/10/15	2 Days	0007
05/20/15	05/21/15	2 Days	0009
09/23/15	09/24/15	2 Days	0012

*At SA-15*

Begin	End	Length	Section
12/29/14	12/30/14	2 Days	0003

FY16 schedule to be determined.

#### MS Excel 2010 – Microsoft Office Specialist

Course Code PS776 **P S**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/17/14	11/21/14	5 Days	0002
02/09/15	02/13/15	5 Days	0003
02/23/15	02/27/15	5 Days	0004
04/06/15	04/10/15	5 Days	0005
06/08/15	06/12/15	5 Days	0006
07/06/15	07/10/15	5 Days	0007
08/31/15	09/04/15	5 Days	0008

*At SA-15*

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001

FY16 schedule to be determined.

#### MS Office 2010 Week

Course Code PS789 **R S**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/27/14	10/31/14	5 Days	0001
12/08/14	12/12/14	5 Days	0002
02/02/15	02/06/15	5 Days	0003
03/02/15	03/06/15	5 Days	0004
03/30/15	04/03/15	5 Days	0005
05/18/15	05/22/15	5 Days	0006
06/22/15	06/26/15	5 Days	0007
07/13/15	07/17/15	5 Days	0008
08/17/15	08/21/15	5 Days	0009
09/14/15	09/18/15	5 Days	0010

FY16 schedule to be determined.

#### MS Office Applications, Customized

Course Code PS322 **P S**

**Schedule:** PS322 – Four hours

PS323 – Two hours

PS324 – Three days

Contact the School of Applied Information Technology at 703-302-6752 to arrange schedule.

#### MS Outlook 2010

Course Code PS788 **R S**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/13/14	11/14/14	2 Days	0001
01/12/15	01/13/15	2 Days	0002
03/09/15	03/10/15	2 Days	0003
04/07/15	04/08/15	2 Days	0004
08/11/15	08/12/15	2 Days	0005

FY16 schedule to be determined.

#### MS Outlook 2010 – Microsoft Office Specialist

Course Code PS792 **P S**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/03/14	11/07/14	5 Days	0001
12/01/14	12/05/14	5 Days	0002
01/26/15	01/30/15	5 Days	0003
03/23/15	03/27/15	5 Days	0004
04/13/15	04/17/15	5 Days	0005
06/15/15	06/19/15	5 Days	0006
07/20/15	07/24/15	5 Days	0007

FY16 schedule to be determined.

#### MS PowerPoint 2010 – Level One

Course Code PS777 **R S**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/27/14	10/28/14	2 Days	0001
11/19/14	11/20/14	2 Days	0002
01/20/15	01/21/15	2 Days	0004
04/13/15	04/14/15	2 Days	0007

*At Main State*

Begin	End	Length	Section
12/03/14	12/04/14	2 Days	0003
02/17/15	02/18/15	2 Days	0005
03/18/15	03/19/15	2 Days	0006
05/13/15	05/14/15	2 Days	0008
06/17/15	06/18/15	2 Days	0009
07/15/15	07/16/15	2 Days	0010
08/24/15	08/25/15	2 Days	0011

FY16 schedule to be determined.

#### MS PowerPoint 2010 – Microsoft Office Specialist

Course Code PS779 **P S**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001
03/09/15	03/13/15	5 Days	0003
04/20/15	04/24/15	5 Days	0004

06/01/15	06/05/15	5 Days	0005
08/03/15	08/07/15	5 Days	0006
<i>At Main State</i>			
Begin	End	Length	Section
01/12/15	01/16/15	5 Days	0002
FY16 schedule to be determined.			

### MS Project 2010, Introduction

Course Code PS793 **P R S**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
11/03/14	11/05/14	3 Days	0001
01/14/15	01/16/15	3 Days	0002
02/18/15	02/20/15	3 Days	0003
05/11/15	05/13/15	3 Days	0004
06/22/15	06/24/15	3 Days	0005
07/13/15	07/15/15	3 Days	0006

*At Main State*

Begin	End	Length	Section
08/18/15	08/20/15	3 Days	0007

FY16 schedule to be determined.

### Microsoft Publisher 2010

Course Code PS790 **P S**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/14/14	10/15/14	2 Days	0001
05/04/15	05/05/15	2 Days	0003
07/09/15	07/10/15	2 Days	0004

*At Main State*

Begin	End	Length	Section
02/24/15	02/25/15	2 Days	0002

FY16 schedule to be determined.

### MS SharePoint 2010 Business Process Automation

Course Code PS797 **P S**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/08/14	10/10/14	3 Days	0001
01/07/15	01/09/15	3 Days	0003
02/10/15	02/12/15	3 Days	0005
06/01/15	06/03/15	3 Days	0009
08/31/15	09/02/15	3 Days	0012

*At Main State*

Begin	End	Length	Section
11/24/14	11/26/14	3 Days	0002
04/06/15	04/08/15	3 Days	0006
04/20/15	04/22/15	3 Days	0007
07/16/15	07/20/15	3 Days	0010
08/10/15	08/12/15	3 Days	0011
09/02/15	09/04/15	3 Days	0013

*At SA-15*

Begin	End	Length	Section
02/02/15	02/04/15	3 Days	0004

*At SA-44*

Begin	End	Length	Section
06/01/15	06/03/15	3 Days	0008

FY16 schedule to be determined.

### MS SharePoint 2010 – Business Users

Course Code PS795 **R S**

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
<i>At Shultz Center</i>			
10/02/14	10/02/14	1 Day	0037
10/20/14	10/20/14	1 Day	0038
11/13/14	11/13/14	1 Day	0040
11/28/14	11/28/14	1 Day	0042
01/13/15	01/13/15	1 Day	0004
01/20/15	01/20/15	1 Day	0005
01/26/15	01/26/15	1 Day	0006
02/04/15	02/04/15	1 Day	0008
02/17/15	02/17/15	1 Day	0009
02/23/15	02/23/15	1 Day	0010
03/13/15	03/13/15	1 Day	0012
03/23/15	03/23/15	1 Day	0013
04/01/15	04/01/15	1 Day	0015
04/09/15	04/09/15	1 Day	0016
05/05/15	05/05/15	1 Day	0019
05/15/15	05/15/15	1 Day	0020
05/26/15	05/26/15	1 Day	0021
06/17/15	06/17/15	1 Day	0024
06/25/15	06/25/15	1 Day	0025
06/30/15	06/30/15	1 Day	0026
07/06/15	07/06/15	1 Day	0027
07/20/15	07/20/15	1 Day	0029
07/24/15	07/24/15	1 Day	0030
08/17/15	08/17/15	1 Day	0031
08/25/15	08/25/15	1 Day	0032
09/11/15	09/11/15	1 Day	0034
09/21/15	09/21/15	1 Day	0036

*At Main State*

Begin	End	Length	Section
10/21/14	10/21/14	1 Day	0039
11/18/14	11/18/14	1 Day	0041
03/03/15	03/03/15	1 Day	0011
03/31/15	03/31/15	1 Day	0014
04/14/15	04/14/15	1 Day	0017
04/28/15	04/28/15	1 Day	0018
06/08/15	06/08/15	1 Day	0023
07/10/15	07/10/15	1 Day	0028
08/27/15	08/27/15	1 Day	0033
09/17/15	09/17/15	1 Day	0035

*At SA-15*

Begin	End	Length	Section
12/09/14	12/09/14	1 Day	0001
12/18/14	12/18/14	1 Day	0002
12/31/14	12/31/14	1 Day	0003
01/26/15	01/26/15	1 Day	0007

*At SA-44*

Begin	End	Length	Section
05/26/15	05/26/15	1 Day	0022

FY16 schedule to be determined.

### MS SharePoint 2010 – Site Owner

Course Code PS796 **P R S**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/03/14	10/07/14	3 Days	0001
12/01/14	12/03/14	3 Days	0004
01/02/15	01/06/15	3 Days	0006
01/21/15	01/23/15	3 Days	0007
01/27/15	01/29/15	3 Days	0008
02/05/15	02/09/15	3 Days	0010
02/24/15	02/26/15	3 Days	0011
03/24/15	03/26/15	3 Days	0013
05/06/15	05/08/15	3 Days	0017
05/27/15	05/29/15	3 Days	0018
07/21/15	07/23/15	3 Days	0022
07/27/15	07/29/15	3 Days	0023
08/03/15	08/05/15	3 Days	0024
08/18/15	08/20/15	3 Days	0025
08/26/15	08/28/15	3 Days	0026
09/22/15	09/24/15	3 Days	0028

*At Main State*

Begin	End	Length	Section
10/22/14	10/24/14	3 Days	0002
11/19/14	11/21/14	3 Days	0003
03/04/15	03/06/15	3 Days	0012
04/01/15	04/03/15	3 Days	0014
04/15/15	04/17/15	3 Days	0015
04/29/15	05/01/15	3 Days	0016
06/09/15	06/11/15	3 Days	0020
07/13/15	07/15/15	3 Days	0021
08/28/15	09/01/15	3 Days	0027

*At SA-15*

Begin	End	Length	Section
12/10/14	12/12/14	3 Days	0005
01/28/15	01/30/15	3 Days	0009

*At SA-44*

Begin	End	Length	Section
05/27/15	05/29/15	3 Days	0019

FY16 schedule to be determined.

### MS Visio 2010: Business Process Diagramming

Course Code PS798 **P R S**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/15/14	10/16/14	2 Days	0001
12/29/14	12/30/14	2 Days	0002
03/16/15	03/17/15	2 Days	0003
06/11/15	06/12/15	2 Days	0004
07/07/15	07/08/15	2 Days	0006

*At Main State*

Begin	End	Length	Section
06/30/15	07/01/15	2 Days	0005

FY16 schedule to be determined.

## Course Schedules

### Computer End-User Skills – Consular Training

#### MS Windows 7 / Internet Explorer 8

Course Code PS791 **P**

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/17/14	10/17/14	1 Day	0001
02/13/15	02/13/15	1 Day	0002
03/27/15	03/27/15	1 Day	0003
06/05/15	06/05/15	1 Day	0004
07/30/15	07/30/15	1 Day	0005

*At Nairobi, Kenya*

Begin	End	Length	Section
11/04/14	11/04/14	1 Day	0006
11/05/14	11/05/14	1 Day	0007
11/12/14	11/12/14	1 Day	0009

FY16 schedule to be determined.

#### MS Word 2010 – Advanced

Course Code PS794 **P S**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
11/25/14	11/26/14	2 Days	0001
03/19/15	03/20/15	2 Days	0004
04/02/15	04/03/15	2 Days	0005
06/08/15	06/09/15	2 Days	0006
07/29/15	07/30/15	2 Days	0008
09/09/15	09/10/15	2 Days	0009

*At London, United Kingdom*

Begin	End	Length	Section
10/06/14	10/07/14	2 Days	0010

*At Main State*

Begin	End	Length	Section
12/16/14	12/17/14	2 Days	0002
02/04/15	02/05/15	2 Days	0003
07/27/15	07/28/15	2 Days	0007

FY16 schedule to be determined.

#### SIPRNet in Department of State Environment

Course Code PS416 **C P**

**Schedule:** Three hours; 9:00 a.m. to 12:00 p.m. or 1:00 p.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/06/14	11/06/14	3 Hours	0001

*At Main State*

Begin	End	Length	Section
11/05/14	11/05/14	3 Hours	0002
12/12/14	12/12/14	3 Hours	0006
02/12/15	02/12/15	3 Hours	0007
03/13/15	03/13/15	3 Hours	0009
05/11/15	05/11/15	3 Hours	0005
06/01/15	06/01/15	3 Hours	0010
08/14/15	08/14/15	3 Hours	0008
09/10/15	09/10/15	3 Hours	0011

FY16 schedule to be determined.

#### SMART End-User Training

Course Code PS531

Classroom/DVC/Webinar **P R**

**Schedule:** Classroom, Webinar or DVC: Two hours; between 9:00 a.m. and 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/01/14	10/01/14	2 Hours	0001
11/04/14	11/04/14	2 Hours	0003
05/11/15	05/11/15	2 Hours	0015
08/24/15	08/24/15	2 Hours	0008

*At Main State*

Begin	End	Length	Section
10/06/14	10/06/14	2 Hours	0002
11/05/14	11/05/14	2 Hours	0013
12/12/14	12/12/14	2 Hours	0009
01/06/15	01/06/15	2 Hours	0004
02/12/15	02/12/15	2 Hours	0014
03/13/15	03/13/15	2 Hours	0010
03/30/15	03/30/15	2 Hours	0005
06/01/15	06/01/15	2 Hours	0011
07/09/15	07/09/15	2 Hours	0006
08/14/15	08/14/15	2 Hours	0007
09/10/15	09/10/15	2 Hours	0012

FY16 schedule to be determined.

## Consular Training

### Consular Courses, General

#### Assisting Victims of Crime, Overview

Course Code PCI24A

**Schedule:** Three days; 8:30 a.m. to 5:00 p.m.  
FY15/16 schedule to be determined.

#### Automated Systems for Consular Managers

Course Code PCI16 **P**

**Schedule:** Five days; 9:00 a.m. to 5:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
12/08/14	12/12/14	5 Days	0001
03/30/15	04/03/15	5 Days	0002
07/27/15	07/31/15	5 Days	0003
09/14/15	09/18/15	5 Days	0004

FY16 schedule to be determined.

#### Citizenship Fraud Prevention Course, Advanced

Course Code PC547 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Washington, D.C. Passport Agency*

Begin	End	Length	Section
09/14/15	09/18/15	5 Days	0001

FY16 schedule to be determined.

#### Consular Country Coordinators Workshop

Course Code PC555 **P**

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.  
*At Washington, D.C. Passport Agency*

Begin	End	Length	Section
12/01/14	12/05/14	5 Days	0001

FY16 schedule to be determined.

#### Consular Course, Advanced

Course Code PC532 **P**

**Schedule:** Two weeks; 9:00 a.m. to 5:00 p.m.  
*At SA-17*

Begin	End	Length	Section
06/01/15	06/12/15	2 Weeks	0001
08/03/15	08/14/15	2 Weeks	0002

FY16 schedule to be determined.

#### Consular Course, Basic

Course Code PC530

**Schedule:** Six weeks; 8:15 a.m. to 5:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/06/14	11/14/14	6 Weeks	0001*
10/14/14	11/21/14	6 Weeks	0002*
10/20/14	11/28/14	6 Weeks	0003*
10/27/14	12/05/14	6 Weeks	0004*
11/03/14	12/12/14	6 Weeks	0005*
11/10/14	12/19/14	6 Weeks	0006*
01/05/15	02/13/15	6 Weeks	0007*
01/20/15	02/27/15	6 Weeks	0009*
02/02/15	03/13/15	6 Weeks	0011*
02/17/15	03/27/15	6 Weeks	0013*
02/23/15	04/03/15	6 Weeks	0014
03/02/15	04/10/15	6 Weeks	0015
03/09/15	04/17/15	6 Weeks	0016
03/16/15	04/24/15	6 Weeks	0017
03/23/15	05/01/15	6 Weeks	0018
03/30/15	05/08/15	6 Weeks	0019
04/06/15	05/15/15	6 Weeks	0020
04/13/15	05/22/15	6 Weeks	0021
04/20/15	05/29/15	6 Weeks	0022*
04/27/15	06/05/15	6 Weeks	0023*
05/04/15	06/12/15	6 Weeks	0024*
05/11/15	06/19/15	6 Weeks	0025*
05/18/15	06/26/15	6 Weeks	0026*
05/26/15	07/02/15	6 Weeks	0027*

06/01/15	07/10/15	6 Weeks	0028*
06/08/15	07/17/15	6 Weeks	0029*
06/15/15	07/24/15	6 Weeks	0030*
06/22/15	07/31/15	6 Weeks	0031*
06/29/15	08/07/15	6 Weeks	0032*
07/06/15	08/14/15	6 Weeks	0033
07/13/15	08/21/15	6 Weeks	0034
07/20/15	08/28/15	6 Weeks	0035
07/27/15	09/04/15	6 Weeks	0036
08/03/15	09/11/15	6 Weeks	0037*
08/10/15	09/18/15	6 Weeks	0038*
08/17/15	09/25/15	6 Weeks	0039*
08/24/15	10/02/15	6 Weeks	0040*
08/31/15	10/09/15	6 Weeks	0041*
09/08/15	10/16/15	6 Weeks	0042*
09/14/15	10/23/15	6 Weeks	0043*
09/21/15	10/30/15	6 Weeks	0044*
09/28/15	11/06/15	6 Weeks	0045*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Consular Fundamentals for Mid-level Officers

Course Code PC546 ⓘ

**Schedule:** Two weeks; 8:15 a.m. to 5:00 p.m.*At Shultz Center*

Begin	End	Length	Section
02/23/15	03/06/15	2 Weeks	0001
06/15/15	06/26/15	2 Weeks	0002

FY16 schedule to be determined.

## Consular Leadership Development Course

Course Code PC108 ⓘ

**Schedule:** Five days; 9:00 a.m. to 5:00 p.m.*At Shultz Center*

10/20/14	10/24/14	5 Days	0001
05/04/15	05/08/15	5 Days	0007

*At Manila, Philippines*

02/09/15	02/13/15	5 Days	0004
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*At Marshall Center Garmisch, Germany*

01/26/15	01/30/15	5 Days	0003
04/13/15	04/17/15	5 Days	0006

*At Montevideo, Uruguay*

03/02/15	03/06/15	5 Days	0005
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*At Zagreb, Croatia*

12/08/14	12/12/14	5 Days	0002
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FY16 schedule to be determined.

## Consular Management Tools and Techniques

Course Code PC548

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.*At Shultz Center*

Begin	End	Length	Section
05/28/15	05/29/15	2 Days	0002
07/30/15	07/31/15	2 Days	0003

*At Bangkok Hotel*

Begin	End	Length	Section
11/17/14	11/18/14	2 Days	0001

FY16 schedule to be determined.

## Consular Namechecking and Identity Recognition Techniques Overview, Advanced

Course Code PC126A ⓘ

**Schedule:** Two days; 9:00 a.m. to 5:00 p.m.  
FY15/16 schedule to be determined.

## Consular Namechecking for Passport Adjudicators

Course Code PC126B ⓘ

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Consular Section Chief Basics

Course Code PC550 ⓘ

**Schedule:** Two weeks; 9:00 a.m. to 5:00 p.m.*At Shultz Center*

Begin	End	Length	Section
10/27/14	11/07/14	2 Weeks	0001
03/09/15	03/20/15	2 Weeks	0002
07/06/15	07/17/15	2 Weeks	0003
08/17/15	08/28/15	2 Weeks	0004

FY16 schedule to be determined.

## Consular Training for Principal Officers

Course Code PC145

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.*At Shultz Center*

Begin	End	Length	Section
06/22/15	06/22/15	1 Day	0001
08/03/15	08/03/15	1 Day	0002

FY16 schedule to be determined.

## Consular Training Segments

Course Codes PC535-538

**Schedule:** 8:15 a.m. to 5:00 p.m.

PC535 – Seven days

PC536 – Six days

PC537 – Six days

PC538 – Twelve days

Contact FSIC@state.gov for additional information.

FY15/16 schedule to be determined.

## Fraud Prevention for Consular Managers

Course Code PC541 ⓘ

**Schedule:** Five days; 9:00 a.m. to 5:00 p.m.*At Shultz Center*

Begin	End	Length	Section
12/01/14	12/05/14	5 Days	0001
01/12/15	01/16/15	5 Days	0002
03/30/15	04/03/15	5 Days	0006
05/18/15	05/22/15	5 Days	0003
07/27/15	07/31/15	5 Days	0004
09/14/15	09/18/15	5 Days	0005

FY16 schedule to be determined.

## Manager's Workshop, Passport Customer Service

Course Code PC565

**Schedule:** One day; 8:30 a.m. to 4:30 p.m.  
FY15/16 schedule to be determined.

## National Training Program

Course Code PC562 ⓘ

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.*At Charleston Passport Center*

Begin	End	Length	Section
02/02/15	02/13/15	2 Weeks	0003
07/27/15	08/07/15	2 Weeks	0006

*At Chicago*

Begin	End	Length	Section
12/08/14	12/19/14	2 Weeks	0002
04/27/15	05/08/15	2 Weeks	0005

*At Los Angeles Passport Center*

Begin	End	Length	Section
10/20/14	10/31/14	2 Weeks	0001

*At New Orleans Passport Center*

03/23/15	04/03/15	2 Weeks	0004
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FY16 schedule to be determined.

## National Training Program, Intermediate

Course Code PC563

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.*At Charleston Passport Center*

Begin	End	Length	Section
10/27/14	10/31/14	5 Days	0002
09/14/15	09/18/15	5 Days	0012

*At Colorado Passport Agency*

Begin	End	Length	Section
02/23/15	02/27/15	5 Days	0007

*At National Passport Center, Portsmouth*

10/06/14	10/10/14	5 Days	0001
11/03/14	11/07/14	5 Days	0003
09/14/15	09/18/15	5 Days	0011

*At New York Passport Agency*

Begin	End	Length	Section
11/17/14	11/21/14	5 Days	0004
02/02/15	02/06/15	5 Days	0006
03/23/15	03/27/15	5 Days	0010



## Course Schedules

### Consular Training

#### At Seattle Passport Agency

Begin	End	Length	Section
07/20/15	07/24/15	5 Days	0008
07/27/15	07/31/15	5 Days	0009

#### At Tuscon, AZ

Begin	End	Length	Section
12/08/14	12/12/14	5 Days	0005
09/21/15	09/25/15	5 Days	0013

FY16 schedule to be determined.

### Orientation to Overseas Consular and Duty Officer Responsibilities

Course Code PC105

**Schedule:** Two days; 9:00 a.m. to 5:00 p.m.

#### At Shultz Center

Begin	End	Length	Section
10/06/14	10/07/14	2 Days	0001
10/20/14	10/21/14	2 Days	0002
11/03/14	11/04/14	2 Days	0003
11/24/14	11/25/14	2 Days	0004
12/01/14	12/02/14	2 Days	0005
12/15/14	12/16/14	2 Days	0006
01/26/15	01/27/15	2 Days	0007
02/09/15	02/10/15	2 Days	0008
02/23/15	02/24/15	2 Days	0009
03/09/15	03/10/15	2 Days	0010
03/23/15	03/24/15	2 Days	0011
04/06/15	04/07/15	2 Days	0012
04/20/15	04/21/15	2 Days	0013
05/04/15	05/05/15	2 Days	0014
05/18/15	05/19/15	2 Days	0015
06/01/15	06/02/15	2 Days	0016
06/15/15	06/16/15	2 Days	0017
07/06/15	07/07/15	2 Days	0018
07/20/15	07/21/15	2 Days	0019
08/03/15	08/04/15	2 Days	0020
08/17/15	08/18/15	2 Days	0021
08/31/15	09/01/15	2 Days	0022

FY16 schedule to be determined.

### Orientation to Passport Adjudication for Non-Specialists

Course Code PC560

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

#### At Washington, D.C. Passport Agency

Begin	End	Length	Section
10/27/14	10/31/14	5 Days	0001

FY16 schedule to be determined.

### Overseas Citizen Services Issues for Mid-Level Consular Officers

Course Code PC558 

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

#### At Shultz Center

Begin	End	Length	Section
11/17/14	11/21/14	5 Day	0001
03/23/15	03/27/15	5 Day	0002
07/20/15	07/24/15	5 Day	0003
08/31/15	09/04/15	5 Day	0004

FY16 schedule to be determined.

### Passport and Nationality for Domestic Adjudicators

Course Code PC536B

**Schedule:** Four days; 8:15 a.m. to 5:00 p.m.

#### At Colorado Passport Agency

Begin	End	Length	Section
01/20/15	01/23/15	4 Days	0003

#### At Los Angeles Passport Agency

Begin	End	Length	Section
02/10/15	02/13/15	4 Days	0004

#### At National Passport Center, Portsmouth

Begin	End	Length	Section
08/11/15	08/14/15	4 Days	0007

#### At New York Passport Agency

Begin	End	Length	Section
03/09/15	03/12/15	4 Days	0005
04/13/15	04/16/15	4 Days	0006

#### At San Diego Passport Agency

Begin	End	Length	Section
12/01/14	12/04/14	4 Days	0002

#### At Washington, D.C. Passport Agency

Begin	End	Length	Section
10/27/14	10/30/14	4 Days	0001

FY16 schedule to be determined.

### Passport Management Essentials

Course Code PC564 

**Schedule:** Four days; 9:00 a.m. to 4:00 p.m.

#### At Washington, D.C. Passport Agency

Begin	End	Length	Section
12/01/14	12/04/14	4 Days	0001
02/23/15	02/26/15	4 Days	0002

FY16 schedule to be determined.

### Potentially Fraudulent Birth Documents

Course Code PC561

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

#### At Charleston Passport Center

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001

FY16 schedule to be determined.

### Regional Consular Officers Workshop

Course Code PC114 

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

#### At Shultz Center

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001

FY16 schedule to be determined.

### Symposium for Supervisory Passport Specialists

Course Code PC566

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

#### At Charleston Passport Center

Begin	End	Length	Section
12/08/14	12/12/14	5 Days	0001

#### At Washington, D.C. Passport Agency

Begin	End	Length	Section
01/05/15	01/09/15	5 Days	0002

FY16 schedule to be determined.

### Visa Issues for Mid-Level Consular Officers

Course Code PC557 

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

#### At Shultz Center

Begin	End	Length	Section
11/17/14	11/21/14	5 Days	0001
03/23/15	03/27/15	5 Days	0002
07/20/15	07/24/15	5 Days	0003
08/31/15	09/04/15	5 Days	0004

FY16 schedule to be determined.

### Consular FSN and Consular Agents

### Consular Agents' Workshop

Course Code PC107  

**Schedule:** Two weeks; 8:15 a.m. to 5:00 p.m.

#### At Shultz Center

Begin	End	Length	Section
11/10/14	11/21/14	2 Weeks	0001*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Fraud Prevention Workshop for Foreign Service Nationals

Course Code PC542  

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

#### At Shultz Center

Begin	End	Length	Section
11/03/14	11/07/14	5 Days	0001

02/09/15 02/13/15 5 Days 0002  
 04/20/15 04/24/15 5 Days 0003  
 06/15/15 06/19/15 5 Days 0004  
 FY16 schedule to be determined.

### Regional Workshop for Senior Consular Foreign Service Nationals

Course Code PC106 **N** **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
12/01/14	12/05/14	5 Days	0001
01/26/15	01/30/15	5 Days	0002
08/24/15	08/28/15	5 Days	0003
09/14/15	09/18/15	5 Days	0004

FY16 schedule to be determined.

### Workshop for American Citizen Services Foreign Service Nationals

Course Code PC122 **N** **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
02/23/15	02/27/15	5 Days	0001
05/11/15	05/15/15	5 Days	0002

FY16 schedule to be determined.

### Workshop for Immigrant Visa Foreign Service Nationals

Course Code PC123 **N** **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
01/12/15	01/16/15	5 Days	0001
04/27/15	05/01/15	5 Days	0002

FY16 schedule to be determined.

### Workshop for Non- Immigrant Visa Foreign Service Nationals

Course Code PC121 **N** **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
12/08/14	12/12/14	5 Days	0001
03/16/15	03/20/15	5 Days	0002
09/21/15	09/25/15	5 Days	0003

FY16 schedule to be determined.

# Distance Learning

"Distance Learning" is defined as any formal coursework for which credit is granted where the instructor and student are separated geographically or where there may not be an instructor at all; however, instructional tools are built into the course. Distance Learning may be "synchronous" (i.e., live, real-time course delivery using a variety of communication modes) or "asynchronous" (i.e., any training where interaction is delayed, there is no direct interaction with an instructor, and content is accessible 24/7).

Unless noted with one of the symbols below, most FSI distance learning training is offered on the FSI LearnCenter via the Internet on a self-paced basis. Students have 90 days to complete courses.

**DVC:** Instruction provided via a scheduled "digital video conference," allowing for real-time communication between students and the instructor using a two-way audio, two-way video feed. Multiple visuals can also be incorporated such as PowerPoint and video, making this delivery method one of the most interactive available.

**Internet:** Instruction is provided via the Internet, but not on the FSI LearnCenter.

**LearnCenter, Mentored Training:** Instruction is provided via the Internet on the FSI LearnCenter; courses are mentored by a FSI instructor. Students begin and end training as a group and complete assignments and/or exams according to a set training schedule. In most cases, all communication between instructor and student is electronic, as is the submission of assignments and examinations.

**OpenNet:** Instruction is provided via the Department of State's OpenNet.

**Webinar:** Instruction is provided via the Department of State's OpenNet, generally as a presentation, lecture, workshop or seminar, according to an established training schedule. Students login from their computers to take part in the webinar.

SkillSoft General Library DL Program (formerly known as FasTrac)				
Course Code/Course Title		Est. Time		
SkillSoft General Library¹		Varies by course		
Area Studies				
Course Code/Course Title		Est. Time	Course Code/Course Title	Est. Time
AR940 Egypt: Cultural Interactions and Connections		1½ hours	AR950 Russia: Cultural Interactions and Connections	1½ hours
Computer and Communications Systems Technology Skills				
Course Code/Course Title		Est. Time	Course Code/Course Title	Est. Time
YW600 Data Networks, Introduction to <b>C I</b>		40 hours	YW302 FASTNet Post Operations and Maintenance <b>C I</b>	40 hours
YW435 Diplomatic Telecommunications Service Satellite Communications, Introduction to <b>C I</b>		40 hours	YW463 IT Contingency Planning	6 hours
YW280 Emergency and Evacuation Radio Skills, Basic <b>R</b>		1 hour	YW261 Security+ <b>I</b>	40 hours
YW303 FASTNet Core Operations and Maintenance <b>C I P</b>		40 hours	YW141 Telephone Security, Introduction to	1 hour
Computer End-User Training				
Course Code/Course Title		Est. Time	Course Code/Course Title	Est. Time
PS784 MS Office 2010: Excel – Mentored, Advanced <b>M P S</b>		6 weeks	PS787 MS Office 2010: Word – Mentored, Advanced <b>M P S</b>	6 weeks
PS780 MS Office 2010: Excel – Mentored, Beginning <b>M P S</b>		6 weeks	PS783 MS Office 2010: Word – Mentored, Beginning <b>M P S</b>	6 weeks
PS785 MS Office 2010: Outlook – Mentored, Advanced <b>M P S</b>		6 weeks	PS531 SMART End-User Training <b>D P R W</b>	2 hours
PS781 MS Office 2010: Outlook – Mentored, Beginning <b>M P S</b>		6 weeks	PS530 SMART Messaging: A Course for Users <b>D P R</b>	1 hour
PS786 MS Office 2010: PowerPoint–Mentored, Advanced <b>M P S</b>		6 weeks	PS532 SMART Messaging: A Course for System Administrators <b>R</b>	2 hours
PS782 MS Office 2010: PowerPoint–Mentored, Beginning <b>M P S</b>		6 weeks		
Consular Training				
Course Code/Course Title		Est. Time	Course Code/Course Title	Est. Time
PC417 Accounting for Consular Fees: Training for the ACO		3 hours	PC419 Collecting Consular Fees: Training for the Consular Cashier	3 hours

<sup>1</sup> SkillSoft General Library DL Program, formerly known as "FasTrac"



PC406 Combating Trafficking in Persons	2 hours	PC402 Immigrant Visa Petitions and Revocation Guidance	3 hours
PC418 Consular Fees: Training for the Consular Agent	3 hours	PC102 Immigration Law and Visa Operations	10 hours
PC533 Consular Management Basics	3 hours	PC103 Nationality Law and Consular Procedures	10 hours
PC400 Consular Management Controls	3 hours	PC401 Nonimmigrant Visa Petitions and Revocation Guidance	1½ hours
PC120 Consular Task Force Basics	1½ hours	PC104 Overseas Citizens Services	10 hours
PC544 Detecting Fraudulent Documents <b>R</b>	1½ hours	PC441 Passport Data Security Awareness	1 hour
PC128 Detecting Imposters <b>R</b>	1½ hours	PC440 Processing Security Advisory Opinions	2½ hours
PC545 Examining U.S. Passports <b>R</b>	2 hours		

### Economics Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PE424 Commercial Tradecraft, Introduction to	2 hours	PE342 Intellectual Property Rights: Patents and Undisclosed Information <b>R</b>	2 hours
PE339 Intellectual Property Rights: Copyright and Related Rights <b>R</b>	2 hours	PE343 Intellectual Property Rights: Trademarks <b>R</b>	2 hours
PE338 Intellectual Property Rights: Core Course	3 hours	PE340 Intellectual Property Rights: Traditional Knowledge and Expressions <b>R</b>	2 hours
PE341 Intellectual Property Rights: Geographical Indications <b>R</b>	2 hours	PE224 International Trade, Basics of	1 hour
PE344 Intellectual Property Rights: Industrial Designs <b>R</b>	2 hours	PE223 World Trade Organization History and Core Principles	2 hours

### Global and Multilateral Issues

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PP460 Human Trafficking Awareness Training <b>O</b>	15 minutes	EX275 Trafficking in Persons Awareness for Diplomatic Security Personnel	1½ hours

### Language Training

#### Comprehensive Online

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LGM405 German Comprehensive Online <b>M P</b>	14 weeks		

#### Express Language

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LAD420 Arabic Express I Part 1 <b>M</b>	14 weeks	LHC420 Haitian Creole Express Part 1 <b>M</b>	14 weeks
LAD421 Arabic Express I Part 2 <b>M P</b>	14 weeks	LHC421 Haitian Creole Express Part 2 <b>M P</b>	14 weeks
LAD422 Arabic Express II Part 1 <b>M P</b>	14 weeks	LJA420 Japanese Express I Part 1 <b>M</b>	14 weeks
LAD423 Arabic Express II Part 2 <b>M P</b>	14 weeks	LJA421 Japanese Express I Part 2 <b>M P</b>	14 weeks
LAD424 Arabic Express II Part 3 <b>M P</b>	14 weeks	LPU420 Pashto Express I Part 1 <b>M</b>	14 weeks
LAD425 Arabic Express III <b>M P</b>	14 weeks	LPU421 Pashto Express I Part 2 <b>M P</b>	14 weeks
LCM420 Chinese (Mandarin) Express I Part 1 <b>M</b>	14 weeks	LPL420 Polish Express I Part 1 <b>M</b>	14 weeks
LCM421 Chinese (Mandarin) Express I Part 2 <b>M P</b>	14 weeks	LPL421 Polish Express I Part 2 <b>M P</b>	14 weeks
LPG420 Dari Express Part 1 <b>M</b>	14 weeks	LPY420 Portuguese Express I Part 1 <b>M</b>	14 weeks
LPG421 Dari Express Part 2 <b>M P</b>	14 weeks	LPY421 Portuguese Express I Part 2 <b>M P</b>	14 weeks
LFR420 French (Sub-Saharan) Express I Part 1 <b>M</b>	14 weeks	LRU420 Russian Express I Part 1 <b>M</b>	14 weeks
LFR421 French (Sub-Saharan) Express I Part 2 <b>M P</b>	14 weeks	LRU421 Russian Express I Part 2 <b>M P</b>	14 weeks
LGM420 German Express I Part 1 <b>M</b>	14 weeks	LQB420 Spanish Express I Part 1 <b>M</b>	14 weeks
LGM421 German Express I Part 2 <b>M P</b>	14 weeks	LQB421 Spanish Express I Part 2 <b>M P</b>	14 weeks
LGR420 Greek Express I Part 1 <b>M</b>	14 weeks	LUR420 Urdu Express Part 1 <b>M</b>	14 weeks
LGR421 Greek Express I Part 2 <b>M P</b>	14 weeks	LUR421 Urdu Express Part 2 <b>M P</b>	14 weeks

#### Intermediate Language

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LFR425 French, Intermediate Part 1 <b>M P</b>	14 weeks	LQB425 Spanish, Intermediate Part 1 <b>M P</b>	14 weeks
LFR426 French, Intermediate Part 2 <b>M P</b>	14 weeks	LQB426 Spanish, Intermediate Part 2 <b>M P</b>	14 weeks

# Course Schedules

## Distance Learning

### Introductory Language

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LKP410 Korean Introductory Part 1 <b>M</b>	14 weeks	LPF411 Persian (Farsi) Introductory I Part 2 <b>M P</b>	14 weeks
LKP411 Korean Introductory Part 2 <b>M P</b>	14 weeks	LPF412 Persian (Farsi) Introductory II Part 1 <b>M P</b>	14 weeks
LPF410 Persian (Farsi) Introductory I Part 1 <b>M</b>	14 weeks	LPF413 Persian (Farsi) Introductory II Part 2 <b>M P</b>	14 weeks

### Language Conversion

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LPL460 Russian to Polish Conversion Part 1 <b>M P</b>	14 weeks	LPY460 Spanish to Portuguese Conversion Part 1 <b>M P</b>	14 weeks
LPL461 Russian to Polish Conversion Part 2 <b>M P</b>	14 weeks	LPY461 Spanish to Portuguese Conversion Part 2 <b>M P</b>	14 weeks

### Language for Consular Tradecraft

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LRU440 Russian for Consular Tradecraft <b>M P</b>	14 weeks	LQB440 Spanish for Consular Tradecraft <b>M P</b>	14 weeks

### Language for Diplomatic Security Agents

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LQB441 Spanish for Diplomatic Security Agents <b>M P</b>	14 weeks		

### Listening Comprehension

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LFR430 French Listening Comprehension <b>M P</b>	14 weeks	LQB430 Spanish Listening Comprehension <b>M P</b>	14 weeks

### Online Speaking

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LFR455 French Online Speaking <b>M P</b>	14 weeks		

### Out and About in

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
L_510 Out and About in [City]	8 hours		

### People to People

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LRU445 People to People Advanced Russian I <b>M P</b>	14 weeks	LRU446 People to People Advanced Russian II <b>M P</b>	14 weeks

### Post Language Program

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PLP100 Post Language Officer Course	12 hours	PLP200 Post Language Teacher Orientation	10 hours

### Reading Maintenance

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LAD401 Arabic Reading Maintenance, Volume I <b>M P</b>	12 weeks	LPY401 Portuguese Reading Maintenance, Volume I <b>M P</b>	12 weeks
LCM401 Chinese (Mandarin) Reading Maintenance, Volume I <b>M P</b>	12 weeks	LRU401 Russian Reading Maintenance, Volume I <b>M P</b>	12 weeks
LFR402 French Reading Maintenance, Volume II <b>M P</b>	12 weeks	LRU402 Russian Reading Maintenance, Volume II <b>M P</b>	12 weeks
LPL401 Polish Reading Maintenance, Volume I <b>M P</b>	12 weeks	LQB401 Spanish Reading Maintenance, Volume I <b>M P</b>	12 weeks

### Distance Learning Language Resources

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
SR041 FSI Online Language Resource Library	Self-Study	SR042 Rosetta Stone Language Training	Self-Study
SR043 Mango for Department of State LE Staff	Self-Study		

### Leadership and Management Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PD533 Crisis Management Exercise, Overseas <b>D</b>	3 hours	PD556 Crisis Management Special Events Exercise <b>D</b>	4 hours
PD534 Crisis Management Overview, Overseas <b>D</b>	1½ hours	PD555 Crisis Management Special Events Overview <b>D</b>	2 hours

PD549 Domestic Facility Emergency Management	1 hour	PK305 Managing Up: Linking Support and Supervision	8 hours
PD543 Emergency Action Committee	2 hours	PT401 No FEAR Act Training	1½ hours
RP401 Foreign Service National Leadership <b>N</b> <b>R</b>	40 hours	PD440 Operations Center Task Force	1 hour
<b>Management Tradecraft Training</b>			
<b>Acquisition, Contracting and Procurement Training</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PA478 Fundamentals of Contractor Held Property	40 hours	PA297 Purchase Card Self-Certification Training	4 hours
PA296 How to Be Contracting Officer's Representative <b>P</b>	40 hours	PA229 Simplified Acquisition Procedures <b>P</b>	15 hours
EX100 Mission Support Planning (DAU DL Contracting Course)	21 hours	PA421 Web.PASS Procurement: Basic Overview <b>P</b>	2 hours
PA340 Overseas Contracting Officer Update Training <b>P</b>	16 hours	PA425 Web.PASS Procurement: Contracting Officer <b>P</b>	2 hours
PA299 Purchase Card Program Coordinator Training	2 hours	PA422 Web.PASS Procurement: Procurement Department <b>P</b>	4 hours
<b>Facility Management Training</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PA489 OBO Security Classification Guide Training	3 hours	PA485 Safety, Health and Environment, Introduction to	2 hours
PA486 Personal Protective Equipment	3½ hours	PA489 Security Classification Guide Training	3 hours
PA526 ProjNet <sup>SM</sup> Facilitating Design and Construction Communication	5 hours	PA438 Web.PASS Work Order for Windows	4½ hours
<b>Financial Management Training</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PA461 eAllowances: Per Diem	1 hour	GFS10 Reading and Understanding Fiscal Data	4 hours
PA462 eAllowances: Retail Price Schedule <b>P</b>	1 hour	GFS14 Regional Financial Management System/Momentum for Certifying Officers	4 hours
PA367 Federal Assistance Financial Management, Overview of	1½ hours	GFS50 Time and Attendance for Overseas Staff, Basics of	10 hours
PA291 How to Be a Certifying Officer	40 hours	PA480 Voucher Examiner Course	40 hours
GFS33 ICASS Basics for Overseas Posts	2 hours	PA423 Web.PASS Procurement: Accounting Department <b>P</b>	3 hours
GFS34 ICASS Cost Distribution Fundamentals and Invoices <b>R</b>	6 hours	PA424 Web.PASS Procurement: Financial Management Officer <b>P</b>	2 hours
PA463 Post Allowance: Retail Price Collecting	1 hour	PA427 Web.PASS Procurement: Vouchering Department <b>P</b>	2 hours
PA300 Purchase Card Designated Billing Official Training	2 hours	PA368 WebRABIT State Program and PD Budget Preparation Tool	2 hours
<b>General Services Operations Training</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PA740 GSO – Make Ready Process Refresher <b>D</b> <b>P</b>	2½ hours	PA475 VIP Visits: Basic Managing Hotels and Control Rooms <b>W</b>	1 hour
PA741 GSO – Warehouse Management Refresher <b>D</b> <b>P</b>	2½ hours	PA476 VIP Visits: Effective Transportation, Motorcade and Baggage Support <b>W</b>	1 hour
PA419 Motor Pool Management Overseas	2½ hours	PA474 VIP Visits: Funding and Procurement <b>W</b>	1 hour
PA479 Preservation of U.S. Heritage Assets	3 hours	PA436 Web.PASS Expendable Supplies: Basic Recordkeeping	3 hours
PA169 Property Management for Custodial Officers	20 hours	PA437 Web.PASS Expendable Supplies: Inventory Management and Reports	3 hours
PA420 Real Property Management	1½ hours	PA426 Web.PASS Procurement: Receiving Department	2 hours
PA244 Travel Policies and Procedures at Post <b>P</b>	8 hours	PA429 Web.PASS Vehicle Registration and Maintenance	3 hours
<b>Human Resources Management Training</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PA454 Annual Ethics Training	1 hour	PA452 Ethics Orientation for New Special Government Employees <b>D</b>	1 hour
PA447 Disability and Reasonable Accommodations	1 hour	PA487 Evacuation Management System, Introduction to the	1 hour
PA449 ePerformance for Civil Service	1½ hours	PA240 Measuring Performance	1 hour
PA448 ePerformance for Foreign Service	1½ hours	PA446 Mission Classification Online Tutorial	2 hours
PA456 Ethics–Financial Disclosure Initial Reviewer Training	1 hour	PA495 Performance Management and Evaluation, Civil Service	1½ hours
PA451 Ethics Orientation for New Employees <b>D</b>	1 hour	PA497 Performance Management and Evaluation, Foreign Service	1½ hours
PA453 Ethics Orientation for New Locally Employed Staff	1 hour	PA496 Performance Management and Evaluation, Locally Employed Staff	1½ hours

# Course Schedules

## Distance Learning

EX500 Uniformed Services Employment and Reemployment Rights Act	1 hour	PA431 Web.PASS Post Personnel: Local Track	3 hours
PA432 Web.PASS Post Personnel: American Track	3 hours		
<b>Logistics Management Training</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PA364 ILMS Asset Management – Basic Property Recordkeeping (Domestic) <b>P</b> <b>R</b>	16 hours	PA369 ILMS Overseas Ariba Non-Serviced Agency Training <b>P</b>	1 hour
PA366 ILMS Asset Management – Basic Property Recordkeeping (Overseas) <b>P</b>	24 hours	PA392 ILMS Overseas Ariba Procurement	2 hours
PA363 ILMS Asset Management – Property Reconciliation Process (Domestic) <b>P</b> <b>R</b>	16 hours	PA370 ILMS Overseas Ariba Purchase Card Holder Training <b>P</b>	1 hour
PA365 ILMS Asset Management – Property Reconciliation Process (Overseas) <b>P</b>	16 hours	PA376 ILMS Overseas Ariba Requester Training <b>P</b>	1 hour
PA390 ILMS Domestic Unclassified Diplomatic Pouch and Mail <b>P</b>	2 hours	PA371 ILMS Overseas Ariba Voucher Examiner Training <b>P</b>	1 hour
PA391 ILMS Overseas Ariba Accountant	2 hours	PA372 ILMS Overseas Ariba Watcher Training <b>P</b>	1 hour
PA377 ILMS Overseas Ariba Approver Training <b>P</b>	1 hour	PA389 ILMS Overseas Classified DPM	2 hours
PA379 ILMS Overseas Ariba Contracts: Contracting Officer Training <b>P</b>	1 hour	PA388 ILMS Overseas Unclassified Diplomatic Pouch and Mail	2 hours
PA384 ILMS Overseas Ariba Contracts: Procurement Agent <b>P</b>	1 hour	PA360 Supply Chain Management, Introduction to	4 hours
PA387 ILMS Overseas Ariba Management	2 hours		
<b>Management Tradecraft Training</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PA199 E2 Solutions: Online Booking Engine <b>P</b>	2 hours	PA471 eCountry Clearance: Requestor	½ hour
PA195 E2 Solutions: System Administrator	1 hour	PA494 Employee Association Board Training	3 hours
PA198 E2 Solutions: Travel Approver <b>R</b>	2 hours	PA164 Management Controls	20 hours
PK196 E2 Solutions: Travel Arranger <b>R</b>	1½ hours	PA404 Post Duty Officer Responsibilities, Introduction to	2 hours
PK197 E2 Solutions: Traveler <b>R</b>	1½ hours	PA459 Protecting Personally Identifiable Information	2 hours
PA472 eCountry Clearance: Approver	½ hour	PA428 Web.PASS Visitor Management <b>P</b>	3 hours
PA473 eCountry Clearance: Post Administrator	½ hour		
<b>Office Management Training</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PK323 Classified and Sensitive but Unclassified Information: Identifying and Marking	1½ hours	PK324 TAGS and Terms	2 hours
PK207 Files and Records Management	2 hours	PK195 Travel Policies and Procedures for Domestic Offices	4 hours
<b>Orientation Training</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PN435 Department of State: History, Authorities and the Interagency Process	1½ hour	PN113 Working in an Embassy, Introduction to	5 hours
PN410 Orientation for Locally Employed Staff	2 hour		
<b>Overseas Living</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PA490 Communication Liaison Office Responsibilities, Introduction to the	2 hours		
<b>Political Training</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PE426 Development in Diplomacy and Foreign Policy	2 hours	PP411 INVEST: Leahy Vetting in Washington	1½ hours
PP425 Foreign Assistance Program Monitoring and Evaluation <b>R</b>	2 hours	PP450 Middle East Partnership Initiative Project Officer	2 hours
PP420 INL Program and Project Management I <b>R</b>	5 hours	PP430 Preparing for an International Organization Meeting	1½ hours
PP410 INVEST: Leahy Vetting at Post	1½ hours	PP440 Public-Private Partnerships	5 hours
<b>Public Diplomacy Training</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PY441 Fulbright Program, Introduction to the	3 hours	PY442 Fulbright Program Planning <b>P</b>	3 hours

PY444 Fulbright Student and Scholar Programs at Post, Managing U.S. <b>R</b>	3 hours	PY431 Mission Press Office	4 hours
PY443 Fulbright Student and Scholar Programs at Post, Managing Visiting <b>R</b>	3 hours	PY460 Social Media, the State Department, and You	2 hours
PY220 Grants and Cooperative Agreements, Introduction to	24 hours	PY402 Strategic Planning for Public Diplomacy	4 hours
PY222 Monitoring Grants and Cooperative Agreements <b>P</b>	16 hours	PY440 Understanding International Cultural Heritage	4 hours
PY424 Managing the International Visitor Leadership Program at Post	8 hours	PY462 Visual Diplomacy: Engaging Audiences Through Photos and Video	3 hours
PY422 Managing Public Diplomacy Resources	3 hours	PY433 Writing for the Media	3 hours
PY432 Media Monitoring and Reporting	2 hours		
<b>Retirement</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
RV104 Annuities, Benefits and Social Security Workshop	8 hours	RV105 Mid-Career Retirement Planning Seminar	16 hours
RV103 Financial Management and Estate Planning Workshop	8 hours	RV101 Retirement Planning Seminar	32 hours
<b>Safety</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
EX300 Bloodborne Pathogens for Health Unit Staff	1 hour		
<b>Security</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PS830 Active Defense: An Executive's Guide to Information Assurance	1 hour	PD538 Domestic Emergency Management	½ hour
EX250 Annual Counterintelligence Awareness Training for Cleared Americans	1 hour	EX200 Information Sharing Environment	½ hour
EX251 Annual Counterintelligence Awareness Training for LE Staff	1 hour	PS820 Personal Identity Verification Module 2	2 hours
PS800 Cyber Security Awareness <b>O</b>	1 hour	MQ912 Security Overseas Seminar, Advanced <b>P</b>	6 hours
<b>Training Skills</b>			
<b>Course Code/Course Title</b>	<b>Est. Time</b>	<b>Course Code/Course Title</b>	<b>Est. Time</b>
PD551 Writing Specific Objectives	1 hour		

### Distance Learning Scheduled Courses

#### Computer and Communications System Technical Skill

##### Data Networks, Introduction to

Course Code YW600 **C** **I**

Online

**Schedule:** Students have 10 days to complete this 40-hour course.

Begin	End	Length	Section
10/20/14	10/31/14	2 Weeks	DL01
11/17/14	11/28/14	2 Weeks	DL02
12/15/14	12/26/14	2 Weeks	DL03
01/19/15	01/30/15	2 Weeks	DL04
02/16/15	02/27/15	2 Weeks	DL05
03/16/15	03/27/15	2 Weeks	DL06
04/20/15	05/01/15	2 Weeks	DL07
05/18/15	05/29/15	2 Weeks	DL08
06/15/15	06/26/15	2 Weeks	DL09

07/20/15	07/31/15	2 Weeks	DL10
08/17/15	08/28/15	2 Weeks	DL11
09/21/15	10/02/15	2 Weeks	DL12

FY16 schedule to be determined.

#### Diplomatic Telecommunications Service Satellite Communications Theory, Introduction to

Course Code YW435 **C** **I**

Classroom/Online

##### Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.  
Online: Students have two weeks to complete this 40-hour course.

*At Warrenton Training Center*

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001
11/17/14	11/21/14	5 Days	0002
01/05/15	01/09/15	5 Days	0003
01/26/15	01/30/15	5 Days	0004
03/09/15	03/13/15	5 Days	0005

04/27/15	05/01/15	5 Days	0006
06/01/15	06/05/15	5 Days	0007
07/13/15	07/17/15	5 Days	0008
08/10/15	08/14/15	5 Days	0009
09/28/15	10/02/15	5 Days	0010

*On Internet:*

Begin	End	Length	Section
10/13/14	10/24/14	2 Weeks	DL01
11/10/14	11/21/14	2 Weeks	DL02
12/08/14	12/19/14	2 Weeks	DL03
01/12/15	01/23/15	2 Weeks	DL04
02/09/15	02/20/15	2 Weeks	DL05
03/09/15	03/20/15	2 Weeks	DL06
04/13/15	04/24/15	2 Weeks	DL07
05/11/15	05/22/15	2 Weeks	DL08
06/08/15	06/19/15	2 Weeks	DL09
07/13/15	07/24/15	2 Weeks	DL10
08/10/15	08/21/15	2 Weeks	DL11
09/14/15	09/25/15	2 Weeks	DL12

FY16 schedule to be determined.

*\*Classes are not held on federal holidays.*



## Course Schedules

### Distance Learning Scheduled Courses

#### FASTNet Core Operations and Maintenance

Course Code YW303 **C** **I** **P**

Classroom/Online

##### Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.  
Online: Students have three weeks to complete this 40-hour course.

##### At Warrenton Training Center

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001
01/05/15	01/09/15	5 Days	0002
02/02/15	02/06/15	5 Days	0003
03/23/15	03/27/15	5 Days	0004
04/06/15	04/10/15	5 Days	0005
05/04/15	05/08/15	5 Days	0006
06/22/15	06/26/15	5 Days	0007
08/17/15	08/21/15	5 Days	0008
09/21/15	09/25/15	5 Days	0009

##### On Internet:

Begin	End	Length	Section
10/27/14	11/14/14	3 Weeks	DL01
11/24/14	12/12/14	3 Weeks	DL02
12/22/14	01/09/15	3 Weeks	DL03
01/26/15	02/13/15	3 Weeks	DL04
02/23/15	03/13/15	3 Weeks	DL05
03/23/15	04/10/15	3 Weeks	DL06
04/27/15	05/15/15	3 Weeks	DL07
05/25/15	06/12/15	3 Weeks	DL08
06/22/15	07/10/15	3 Weeks	DL09
07/27/15	08/14/15	3 Weeks	DL10
08/24/15	09/11/15	3 Weeks	DL11

FY16 schedule to be determined.

#### FASTNet Post Operation and Maintenance

Course Code YW302 **C** **I**

Online

**Schedule:** Students have three weeks to complete this 40-hour course.

Begin	End	Length	Section
10/06/14	10/24/14	3 Weeks	DL01
11/03/14	11/21/14	3 Weeks	DL02
12/01/14	12/19/14	3 Weeks	DL03
01/05/15	01/23/15	3 Weeks	DL04
02/02/15	02/20/15	3 Weeks	DL05
03/02/15	03/20/15	3 Weeks	DL12
04/06/15	04/24/15	3 Weeks	DL06
05/04/15	05/22/15	3 Weeks	DL07
06/01/15	06/19/15	3 Weeks	DL08
07/06/15	07/24/15	3 Weeks	DL09
08/03/15	08/21/15	3 Weeks	DL10
09/07/15	09/25/15	3 Weeks	DL11

FY16 schedule to be determined.

#### Security\*

Course Code YW261

##### Schedule:

Classroom: Eight days; 9:00 a.m. to 4:00 p.m.  
Online: Students have five days to complete this course.

##### At Shultz Center

Begin	End	Length	Section
11/12/14	11/21/14	8 Days	0002
02/17/15	02/26/15	8 Days	0004
05/26/15	06/04/15	8 Days	0006
07/13/15	07/22/15	8 Days	0007

##### At RIMC Frankfurt

Begin	End	Length	Section
02/17/15	02/26/15	8 Days	0009
04/06/15	04/15/15	8 Days	0010
08/10/15	09/19/15	8 Days	0011

##### On Internet

Begin	End	Length	Section
10/14/14	10/23/14	8 Days	DL01
01/20/15	01/29/15	8 Days	DL02
04/06/15	04/15/15	8 Days	DL03

FY16 schedule to be determined.

#### Computer End-User Skills

#### MS Office 2010: Excel – Mentored, Advanced

Course Code PS784 **M** **P** **S**

Mentored/Online

**Schedule:** Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
01/05/15	02/13/15	6 Weeks	DL01*
05/18/15	06/26/15	6 Weeks	DL02*
08/17/15	09/25/15	6 Weeks	DL03*

FY16 schedule to be determined.

Mentoring sessions determined by instructor.

\*Sessions are not held on federal holidays.

#### MS Office 2010: Excel – Mentored, Beginning

Course Code PS780 **M** **P** **S**

Mentored/Online

**Schedule:** Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
10/06/14	11/14/14	6 Weeks	DL01*
03/23/15	05/01/15	6 Weeks	DL02
07/06/15	08/14/15	6 Weeks	DL03

FY16 schedule to be determined.

Mentoring sessions determined by instructor.

\*Sessions are not held on federal holidays.

#### MS Office 2010: Outlook – Mentored, Advanced

Course Code PS785 **M** **P** **S**

Mentored/Online

**Schedule:** Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
01/05/15	02/13/15	6 Weeks	DL01*
05/18/15	06/26/15	6 Weeks	DL02*
08/17/15	09/25/15	6 Weeks	DL03*

FY16 schedule to be determined.

Mentoring sessions determined by instructor.

\*Sessions are not held on federal holidays.

#### MS Office 2010: Outlook – Mentored, Beginning

Course Code PS781 **M** **P** **S**

Mentored/Online

**Schedule:** Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
10/06/14	11/14/14	6 Weeks	DL01*
03/23/15	05/01/15	6 Weeks	DL02
07/06/15	08/14/15	6 Weeks	DL03

FY16 schedule to be determined.

Mentoring sessions determined by instructor.

\*Sessions are not held on federal holidays.

#### MS Office 2010: PowerPoint – Mentored, Advanced

Course Code PS786 **M** **P** **S**

Mentored/Online

**Schedule:** Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
01/05/15	02/13/15	6 Weeks	DL01*
05/18/15	06/26/15	6 Weeks	DL02*
08/17/15	09/25/15	6 Weeks	DL03*

FY16 schedule to be determined.

Mentoring sessions determined by instructor.

\*Sessions are not held on federal holidays.

#### MS Office 2010: PowerPoint – Mentored, Beginning

Course Code PS782 **M** **P** **S**

Mentored/Online

**Schedule:** Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
10/06/14	11/14/14	6 Weeks	DL01*
03/23/15	05/01/15	6 Weeks	DL02
07/06/15	08/14/15	6 Weeks	DL03

FY16 schedule to be determined.

Mentoring sessions determined by instructor.

\*Sessions are not held on federal holidays.

### MS Office 2010:Word – Mentored, Advanced

Course Code PS787 **M P S**

Mentored/Online

**Schedule:** Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
01/05/15	02/13/15	6 Weeks	DL01*
05/18/15	06/26/15	6 Weeks	DL02*
08/17/15	09/25/15	6 Weeks	DL03*

FY16 schedule to be determined.

*Mentoring sessions determined by instructor.*

\*Sessions are not held on federal holidays.

### MS Office 2010:Word – Mentored, Beginning

Course Code PS783 **M P S**

Mentored/Online

**Schedule:** Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
10/06/14	11/14/14	6 Weeks	DL01*
03/23/15	05/01/15	6 Weeks	DL02
07/06/15	08/14/15	6 Weeks	DL03

FY16 schedule to be determined.

*Mentoring sessions determined by instructor.*

\*Sessions are not held on federal holidays.

### SMART End-User Training

Course Code PS531 **D P R W**

Classroom/DVC/Webinar

**Schedule:** Classroom, Webinar or DVC: Two hours; between 9:00 a.m. and 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/01/14	10/01/14	2 Hours	0001
11/04/14	11/04/14	2 Hours	0003
05/11/15	05/11/15	2 Hours	0015
08/24/15	08/24/15	2 Hours	0008

*At Main State*

Begin	End	Length	Section
10/06/14	10/06/14	2 Hours	0002
11/05/14	11/05/14	2 Hours	0013
12/12/14	12/12/14	2 Hours	0009
01/06/15	01/06/15	2 Hours	0004
02/12/15	02/12/15	2 Hours	0014
03/13/15	03/13/15	2 Hours	0010
03/30/15	03/30/15	2 Hours	0005
06/01/15	06/01/15	2 Hours	0011
07/09/15	07/09/15	2 Hours	0006
08/14/15	08/14/15	2 Hours	0007
09/10/15	09/10/15	2 Hours	0012

FY16 schedule to be determined.

### Language Studies

#### Comprehensive Online

Course Code L\_405

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/23/15	03/06/15	6 Weeks	DL01*
05/22/15	07/03/15	6 Weeks	DL02*
09/18/15	10/30/15	6 Weeks	DL03*

FY16

01/22/16	03/04/16	6 Weeks	DL01*
05/20/16	07/01/16	6 Weeks	DL02*
09/16/16	10/28/16	6 Weeks	DL03*

\*Mentoring sessions are not held on federal holidays.

#### Express I

Course Code L\_420 (Part 1) **M**

Course Code L\_421 (Part 2) **M P**

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/20/15	04/24/15	14 Weeks	DL01*
05/18/15	08/21/15	14 Weeks	DL02*
09/14/15	12/18/15	14 Weeks	DL03*

FY16

01/19/16	04/22/16	14 Weeks	DL01*
05/16/16	08/19/16	14 Weeks	DL02*
09/12/16	12/16/16	14 Weeks	DL03*

\*Mentoring sessions are not held on federal holidays.

#### Express II

Course Code L\_422 (Part 1) **M P**

Course Code L\_423 (Part 2) **M P**

Course Code L\_424 (Part 3) **M P**

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend seven to ten hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/20/15	04/24/15	14 Weeks	DL01*
05/18/15	08/21/15	14 Weeks	DL02*
09/14/15	12/18/15	14 Weeks	DL03*

FY16

01/19/16	04/22/16	14 Weeks	DL01*
05/16/16	08/19/16	14 Weeks	DL02*
09/12/16	12/16/16	14 Weeks	DL03*

\*Mentoring sessions are not held on federal holidays.

#### Express III

Course Code L\_425 **M P**

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend seven to ten hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/20/15	04/24/15	14 Weeks	DL01*
05/18/15	08/21/15	14 Weeks	DL02*
09/14/15	12/18/15	14 Weeks	DL03*

FY16

01/19/16	04/22/16	14 Weeks	DL01*
05/16/16	08/19/16	14 Weeks	DL02*
09/12/16	12/16/16	14 Weeks	DL03*

\*Mentoring sessions are not held on federal holidays.

#### Intermediate Language

Course Code L\_425 (Part 1) **M P**

Course Code L\_426 (Part 2) **M P**

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend four to six hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/20/15	04/24/15	14 Weeks	DL01*
05/18/15	08/21/15	14 Weeks	DL02*
09/14/15	12/18/15	14 Weeks	DL03*

FY16

01/19/16	04/22/16	14 Weeks	DL01*
05/16/16	08/19/16	14 Weeks	DL02*
09/12/16	12/16/16	14 Weeks	DL03*

\*Mentoring sessions are not held on federal holidays.

## Course Schedules

### Distance Learning Scheduled Courses

#### Introductory Language

Course Code L\_410 (Part 1) **M**

Course Code L\_411 (Part 2) **M P**

Course Code L\_412 (Part 1) **M P**

Course Code L\_413 (Part 2) **M P**

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/20/15	04/24/15	14 Weeks	DL01*
05/18/15	08/21/15	14 Weeks	DL03*
09/14/15	12/18/15	14 Weeks	DL02*

FY16

01/19/16 04/22/16 14 Weeks DL01\*

05/16/16 08/19/16 14 Weeks DL02\*

09/12/16 12/16/16 14 Weeks DL03\*

\*Mentoring sessions are not held on federal holidays.

Note: Persian (Farsi) has additional offerings to begin on 05/12/14 and 05/18/15.

#### Language Conversion

Course Code L\_460 (Part 1) **M**

Course Code L\_461 (Part 2) **M P**

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/20/15	04/24/15	14 Weeks	DL01*
05/18/15	08/21/15	14 Weeks	DL02*
09/14/15	12/18/15	14 Weeks	DL03*

FY16

01/19/16 04/22/16 14 Weeks DL01\*

05/16/16 08/19/16 14 Weeks DL02\*

09/12/16 12/16/16 14 Weeks DL03\*

\*Mentoring sessions are not held on federal holidays.

#### Language for Consular Tradecraft

Course Code L\_440 **M P**

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/20/15	04/24/15	14 Weeks	DL01*
05/18/15	08/21/15	14 Weeks	DL02*

09/14/15 12/18/15 14 Weeks DL03\*  
FY16

01/19/16 04/22/16 14 Weeks DL01\*

05/16/16 08/19/16 14 Weeks DL02\*

09/12/16 12/16/16 14 Weeks DL03\*

\*Mentoring sessions are not held on federal holidays.

#### Language for Diplomatic Security Agents

Course Code L\_441

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/20/15	04/24/15	14 Weeks	DL01*
05/18/15	08/21/15	14 Weeks	DL02*
09/14/15	12/18/15	14 Weeks	DL03*

FY16

01/19/16 04/22/16 14 Weeks DL01\*

05/16/16 08/19/16 14 Weeks DL02\*

09/12/16 12/16/16 14 Weeks DL03\*

\*Mentoring sessions are not held on federal holidays.

#### Listening Comprehension

Course Code L\_430 **M P**

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in online discussion forums.

Begin	End	Length	Section
01/20/15	04/24/15	14 Weeks	DL01*
05/18/15	08/21/15	14 Weeks	DL03*
09/14/15	12/18/15	14 Weeks	DL02*

FY16

01/19/16 04/22/16 14 Weeks DL01\*

05/16/16 08/19/16 14 Weeks DL02\*

09/12/16 12/16/16 14 Weeks DL03\*

\*Mentoring sessions are not held on federal holidays.

#### Other Language Courses

Course Code L\_490 **M**

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor. Enrollment is offered on a rolling basis, with no fixed start date.

#### People to People

Course Code L\_445 **M P**

Course Code L\_446 **M P**

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend four to six hours weekly in study and to participate in a weekly phone session or online forum discussions with their mentor.

Begin	End	Length	Section
01/20/15	04/24/15	12 Weeks	DL01*
05/18/15	08/21/15	12 Weeks	DL02*
09/14/15	12/18/15	12 Weeks	DL03*

FY16

01/19/16 04/22/16 12 Weeks DL01\*

05/16/16 08/19/16 12 Weeks DL02\*

09/12/16 12/16/16 12 Weeks DL03\*

\*Mentoring sessions are not held on federal holidays.

#### Reading Maintenance

Course Code L\_401 **M P**

Course Code L\_402 B **M P**

Mentored/Online

**Schedule:** Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend four to five hours weekly in study and to participate in online discussion forums.

Begin	End	Length	Section
01/20/15	04/10/15	12 Weeks	DL01*
05/18/15	08/07/15	12 Weeks	DL02*
09/14/15	12/04/15	12 Weeks	DL03*

FY16

01/19/16 04/08/16 12 Weeks DL01\*

05/16/16 08/05/16 12 Weeks DL02\*

09/12/16 12/02/16 12 Weeks DL03\*

\*Mentoring sessions are not held on federal holidays.

#### Leadership Management Training

#### Crisis Management Exercise, Overseas

Course Code PD533

Classroom/DVC

**Schedule:** Classroom: Four-hour session.

DVC: Three-hour session.

FY15/16 schedule to be determined.



## Crisis Management

### Overview

Course Code PD534

Classroom/DVC

**Schedule:** Classroom: Two-hour session.  
DVC: Ninety-minute session.  
FY15/16 schedule to be determined.

## Crisis Management Special Events Exercise

Course Code PD556

Classroom/DVC/Webinar

**Schedule:** Classroom/DVC/Webinar: Four-hour session.  
FY15/16 schedule to be determined.

## Crisis Management Special Events Overview

Course Code PD555

Classroom/DVC/Webinar

**Schedule:** Classroom/DVC/Webinar: Two-hour session.  
FY15/16 schedule to be determined.

## Diversity

## Basic EEO Counselor Training

Course Code PT171

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Frankfurt Consulate*

Begin	End	Length	Section
11/03/14	11/07/14	5 Days	0001

*At SA-15*

Begin	End	Length	Section
12/08/14	12/12/14	5 Days	0002

FY16 schedule to be determined.

## EEO Counselor Training Refresher

Course Code PT173

**Schedule:** One day; 8:00 a.m. to 4:00 p.m.  
*At Frankfurt Regional Support Center*

Begin	End	Length	Section
11/07/14	11/07/14	1 Day	0001

FY16 schedule to be determined.

## EEO/Diversity Awareness for Managers and Supervisors

Course Code PT107

**Schedule:** Two days; 9:00 a.m. to 4:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/16/14	10/17/14	2 Days	0001
11/03/14	11/04/14	2 Days	0002
12/04/14	12/05/14	2 Days	0003
01/12/15	01/13/15	2 Days	0004
02/09/15	02/10/15	2 Days	0005
03/02/15	03/03/15	2 Days	0006
04/09/15	04/10/15	2 Days	0007
05/04/15	05/05/15	2 Days	0008
07/09/15	07/10/15	2 Days	0009
08/27/15	08/28/15	2 Days	0010
09/28/15	09/29/15	2 Days	0011

FY16 schedule to be determined.

## Leading A Diverse Workforce

Course Code PT218 ①

**Schedule:** One day; 9:00 a.m. to 4:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/27/14	10/27/14	1 Day	0001
02/23/15	02/23/15	1 Day	0002
04/10/15	04/10/15	1 Day	0003
07/10/15	07/10/15	1 Day	0004

FY16 schedule to be determined.

## Economic and Commercial Studies

### Economic Courses

## Economic Issues

Course Code PE285

**Schedule:** Three weeks; 9:00 a.m. to 4:45 p.m.  
FY15/16 schedule to be determined.

## Economic Practicum

Course Code PE450 ①

**Schedule:** Practicum begins immediately after PE350 ends and will conclude on a mutually-agreed date between the individual, the Econ division and the hosting organization, but approximately 22–26 weeks after the end of the PE350 course. Students are assigned to the Foreign Service Economic Studies Program for the entire year. FSI will treat requests to conclude PE450 short of 22 weeks like Curtailment Requests.

FY15/16 schedule to be determined.

## Foreign Service Economic Studies

Course Code PE350

**Schedule:** Twenty-six weeks; 9:00 a.m. to 4:00 p.m. One week of optional leave in December.

*At Shultz Center*

Begin	End	Length	Section
09/08/15	03/11/16	26 Weeks	0001*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Foreign Service National Economic Training

Course Code PE220 ②

**Schedule:** Two weeks; 9:00 a.m. to 5:00 p.m.  
FY15/16 schedule to be determined.

## Political/Economic Counselor Seminar

Course Code PE300 ②

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
06/08/15	06/12/15	5 Days	0001
08/10/15	08/14/15	5 Days	0002

FY16 schedule to be determined.

## Political/Economic Tradecraft

Course Code PG140

**Schedule:** Three weeks; 9:00 a.m. to 4:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/27/14	11/14/14	3 Weeks	0001*
01/05/15	01/23/15	3 Weeks	0002*
02/02/15	02/20/15	3 Weeks	0003*
03/09/15	03/27/15	3 Weeks	0004
04/06/15	04/24/15	3 Weeks	0005
05/04/15	05/22/15	3 Weeks	0006
06/01/15	06/19/15	3 Weeks	0007
06/29/15	07/17/15	3 Weeks	0008*
08/03/15	08/21/15	3 Weeks	0009
09/08/15	09/25/15	3 Weeks	0010*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Course Schedules

Economic and Commercial Studies

### Environmental and Resource Courses

#### Biotechnology and Global Challenges: Trade, Food Security, Energy, and Climate Change


Course Code PEI50

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
07/22/15	07/24/15	3 Days	0001

FY16 schedule to be determined.

#### Energy: Power Generation

Course Code PEI37 


**Schedule:** One day in Washington, D.C. metro area; four days in Pittsburgh, PA; 9:00 a.m. to 5:00 p.m.

*At Arlington and National Energy Technology Laboratory*

Begin	End	Length	Section
07/13/15	07/17/15	5 Days	0001

FY16 schedule to be determined.

#### Environment, Science, Technology and Health for Foreign Service Nationals

Course Code PE221 

**Schedule:** Two weeks; 9:00 a.m. to 4:30 p.m.  
*At Shultz Center*

Begin	End	Length	Section
09/14/15	09/25/15	2 Weeks	0001

FY15/16 schedule to be determined.

#### Environment, Science, Technology and Health Tradecraft

Course Code PE305

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
07/06/15	07/17/15	2 Weeks	0001
09/14/15	09/25/15	2 Weeks	0002

FY16 schedule to be determined.

#### Global Health Diplomacy

Course Code PEI52

**Schedule:** Three days; 8:30 a.m. to 5:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
07/20/15	07/22/15	3 Days	0001

FY16 schedule to be determined.

#### Petroleum and Gas Industry

Course Code PEI27 

**Schedule:** Four days; 9:00 a.m. to 5:00 p.m.  
*At Houston, Texas*

Begin	End	Length	Section
08/03/15	08/06/15	4 Days	0001

FY16 schedule to be determined.

#### Washington Energy Seminar

Course Code PE228 

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
*At Main State*

Begin	End	Length	Section
03/09/15	03/11/15	3 Days	0001
06/17/15	06/19/15	3 Days	0002

FY16 schedule to be determined.

### Trade Investment and Commercial Training

#### Commercial Tradecraft

Course Code PEI25

**Schedule:** Five days; 9:00 a.m. to 4:30 p.m.  
*At Shultz Center*

Begin	End	Length	Section
03/09/15	03/13/15	5 Days	0001
06/22/15	06/26/15	5 Days	0002
07/20/15	07/24/15	5 Days	0003

FY16 schedule to be determined.

#### Intellectual Property Rights

Course Code PEI38 

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
*At U.S. Patent and Trademark Office, Alexandria*

Begin	End	Length	Section
07/13/15	07/14/15	2 Days	0001

FY16 schedule to be determined.

#### International Transportation Policy

Course Code PE330

**Schedule:** Three days; 8:30 a.m. to 5:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
07/13/15	07/15/15	3 Days	0001

FY16 schedule to be determined.

#### Internet/Telecom Policy

Course Code PEI31

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
07/16/15	07/17/15	2 Days	0001

FY16 schedule to be determined.

#### Trade Agreement Monitoring and Implementation

Course Code PE222

**Schedule:** Five days; 9:00 a.m. to 4:30 p.m.  
*At Shultz Center*

Begin	End	Length	Section
03/16/15	03/20/15	5 Days	0001
07/27/15	07/31/15	5 Days	0002

FY16 schedule to be determined.

#### U.S. Global Investment Policy

Course Code PE266

**Schedule:** Two days; 8:30 a.m. to 5:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
07/20/15	07/21/15	2 Days	0001

FY16 schedule to be determined.

#### U.S. Role in Multilateral Development Banks

Course Code PE264

**Schedule:** Two days; 9:00 a.m. to 5:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
07/23/15	07/24/15	2 Days	0001

FY16 schedule to be determined.

### Miscellaneous Courses

#### New Approaches to Addressing Corruption

Course Code PEI60

**Schedule:** Two days; 8:30 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
07/06/15	07/07/15	2 Days	0001

FY16 schedule to be determined.

## Terrorism Finance and Economic Sanctions

Course Code PEI41 ①

**Schedule:** Three days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
03/23/15	03/25/15	3 Days	0001
07/22/15	07/24/15	3 Days	0002

FY16 schedule to be determined.

## Global and Multilateral Issues

### INL Orientation Workshop

Course Code PP218

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/06/15	07/10/15	5 Days	0001

FY16 schedule to be determined.

### International Terrorism: Understanding the Threat and Formulating a Response

Course Code PP521

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
03/02/15	03/04/15	3 Days	0001
07/29/15	07/31/15	3 Days	0002

FY16 schedule to be determined.

### Labor Officer Skills

Course Code PL103

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/20/15	07/31/15	2 Weeks	0001

FY16 schedule to be determined.

### Middle East Partnership Initiative Coordinator, Administrator and Project Officer Training

Course Code PP350

**Schedule:** Three days; 9:00 a.m. to 4:15 p.m.

FY15/16 schedule to be determined.

### Multilateral Diplomacy

Course Code PP211

**Schedule:** Three days; 9:00 a.m. to 4:15 p.m.

At Shultz Center

Begin	End	Length	Section
02/23/15	02/25/15	3 Days	0001
05/18/15	05/20/15	3 Days	0002
07/20/15	07/22/15	3 Days	0003

FY16 schedule to be determined.

### Policy Priorities in Multilateral Diplomacy: The Prevention of Genocide and Mass Atrocities

Course Code PP230 ②

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
02/26/15	02/27/15	2 Days	0001
05/21/15	05/22/15	2 Days	0002
08/06/15	08/07/15	2 Days	0003

FY16 schedule to be determined.

### Promoting Human Rights and Democracy

Course Code PP530

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001
01/26/15	01/30/15	5 Days	0002
06/15/15	06/19/15	5 Days	0003

FY16 schedule to be determined.

### Religion and Foreign Policy

Course Code PP225

**Schedule:** Four days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
05/26/15	05/29/15	4 Days	0001
08/24/15	08/27/15	4 Days	0002

FY16 schedule to be determined.

## Language Studies

### Domestic Programs

#### ALERT

Course Code L\_230

**Schedule:** Courses are of ten- or twelve-weeks duration; classes begin as early as 7:30 a.m. or as late as 1:00 p.m. may end as late as 6:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/14/14	12/19/14	10 Weeks	0001*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## The Basic Courses: Long-Term Language and Area Studies

Course Code L\_100

**Schedule:** Training is generally between the hours of 7:30 a.m. and 6:00 p.m., Monday through Friday, except for federal holidays. Some classes may begin as early as 7:30 a.m. or as late as 1:00 p.m. and may end as late as 6:00 p.m. No annual leave is authorized during a full-time language training assignment. To consult on training schedules, non-beginners should contact the Language Training Supervisor through the School of Language Studies at 703-302-7242.

### I. French, Portuguese and Spanish Basic

At Shultz Center

Begin	End	Length	Section
10/27/14	04/17/15	25 Weeks	0001**
10/27/14	05/29/15	31 Weeks	0001***
12/01/14	02/27/15	13 Weeks	0007*
12/01/14	03/27/15	17 Weeks	0007**
01/05/15	06/19/15	24 Weeks	0002*
01/05/15	07/31/15	30 Weeks	0002***
02/02/15	04/24/15	12 Weeks	0008*
02/02/15	05/22/15	16 Weeks	0008*
02/23/15	08/07/15	24 Weeks	0003*
02/23/15	09/18/15	30 Weeks	0003***
03/30/15	06/19/15	12 Weeks	0009*
03/30/15	07/17/15	16 Weeks	0009*
05/04/15	10/16/15	24 Weeks	0004*
05/04/15	11/27/15	30 Weeks	0004***
06/01/15	08/21/15	12 Weeks	0010*
06/01/15	09/18/15	16 Weeks	0010*
07/06/15	12/18/15	24 Weeks	0005*
07/06/15	02/05/16	31 Weeks	0005***
08/03/15	10/23/15	12 Weeks	0011*
08/03/15	11/20/15	16 Weeks	0011*
09/08/15	02/26/16	25 Weeks	0006*
09/08/15	04/08/16	31 Weeks	0006***
FY16			
10/05/15	12/24/15	12 Weeks	0001*
10/05/15	01/29/16	16 Weeks	0001*
11/02/15	04/22/16	25 Weeks	0002*
11/02/15	06/03/16	31 Weeks	0002***
12/07/15	03/04/16	13 Weeks	0003*
12/07/15	04/01/16	17 Weeks	0003*
01/04/16	06/17/16	24 Weeks	0004*
01/04/16	07/29/16	30 Weeks	0004***
02/08/16	04/29/16	12 Weeks	0005*
02/08/16	05/27/16	16 Weeks	0005*
02/29/16	08/12/16	24 Weeks	0006*
02/29/16	09/23/16	30 Weeks	0006***
03/28/16	06/17/16	12 Weeks	0007*
03/28/16	07/15/16	16 Weeks	0007*
04/18/16	09/30/16	24 Weeks	0008*
04/18/16	11/10/16	30 Weeks	0008***
05/31/16	08/19/16	12 Weeks	0009*
05/31/16	09/16/16	16 Weeks	0009*

## Course Schedules

### Language Studies

07/05/16	12/16/16	24 Weeks	0010*
07/05/16	02/03/17	31 Weeks	0010***
08/08/16	10/28/16	12 Weeks	0011*
08/08/16	11/25/16	16 Weeks	0011*
09/06/16	02/24/17	25 Weeks	0012*
09/06/16	04/07/17	31 Weeks	0012***

\*Classes are not held on federal holidays.

\*\*Additional week to make up for winter class break.

\*\*\*30-week assignment is for French only.

## 2. Italian, Romanian, Danish, Dutch, Norwegian and Swedish Basic

At Shultz Center

Begin	End	Length	Section
02/23/15	08/07/15	24 Weeks	0001*
09/08/15	02/26/16	25 Weeks	0002*

FY16

02/29/16	08/12/16	24 Weeks	0001*
09/06/16	02/24/17	25 Weeks	0002*

\*Classes are not held on federal holidays.

\*\*Additional week to make up for winter class break.

## 3. German Basic

At Shultz Center

Begin	End	Length	Section
10/27/14	07/10/15	37 Weeks	0001*
02/23/15	11/06/15	36 Weeks	0002*
07/06/15	03/18/16	37 Weeks	0003*
09/08/15	05/20/16	37 Weeks	0004*

FY16

11/02/15	07/15/16	37 Weeks	0001*
02/29/16	11/10/16	36 Weeks	0002*
07/05/16	03/17/17	37 Weeks	0003*
09/06/16	05/19/17	37 Weeks	0004*

\*Classes are not held on federal holidays.

\*\*Additional week to make up for winter class break.

## 4. All Other Languages Basic

At Shultz Center:

Begin	End	Length	Section
02/23/15	10/09/15	33 Weeks	0001*
02/23/15	11/06/15	37 Weeks	0002*
09/08/15	05/27/16	37 Weeks	0003*
09/08/15	07/15/16	45 Weeks	0004*

FY16

02/29/16	10/14/16	33 Weeks	0001*
02/29/16	11/10/16	37 Weeks	0002*
09/06/16	05/19/17	37 Weeks	0003*
09/06/16	07/14/17	45 Weeks	0004*

\*Classes are not held on federal holidays.

\*\*Additional week to make up for winter class break.

To accommodate training demand, additional starts are offered in Arabic, Chinese and Rus-

sian. By special arrangement, groups of students may be enrolled in other languages. Training officers must consult with the School to confirm the School's capacity to accept these enrollments.

Additional Start Dates for Arabic, Chinese (Mandarin) and Russian only.

Begin	End	Length	Section
10/27/14	06/12/15	33 Weeks	0001*
10/27/14	07/10/15	37 Weeks	0002*
01/05/15	08/21/15	33 Weeks	0003*
01/05/15	09/18/15	37 Weeks	0004*
02/23/15	10/09/15	33 Weeks	0005*
02/23/15	11/06/15	37 Weeks	0006*
09/08/15	05/27/16	37 Weeks	0007*
09/08/15	07/15/16	45 Weeks	0008*

FY16

11/02/15	06/17/16	33 Weeks	0001*
11/02/15	07/15/16	37 Weeks	0002*
01/04/16	08/19/16	33 Weeks	0003*
01/04/16	09/16/16	37 Weeks	0004*
02/29/16	10/14/16	33 Weeks	0005*
02/29/16	11/10/16	37 Weeks	0006*
09/06/16	05/19/17	37 Weeks	0007*
09/06/16	07/14/17	45 Weeks	0008*

\*Classes are not held on federal holidays.

\*\*Additional week to make up for winter class break.

## The FAST Courses: Familiarization and Short-Term Language Studies

Course Code L\_200

**Schedule:** Courses are of seven- or eight-weeks duration. They begin on start dates shown in the schedules. Training is full-time, generally between the hours of 7:30 a.m. and 6:00 p.m., Monday through Friday.

## 1. French, Italian, Portuguese, Romanian and Spanish FAST

At Shultz Center

Begin	End	Length	Section
10/27/14	12/19/14	8 Weeks	0001*
01/05/15	02/20/15	7 Weeks	0002*
02/23/15	04/17/15	8 Weeks	0003
05/04/15	06/26/15	8 Weeks	0004*
07/06/15	08/21/15	7 Weeks	0005
09/08/15	10/30/15	8 Weeks	0006*

FY16

11/02/15	12/18/15	7 Weeks	0001*
01/04/16	02/19/16	7 Weeks	0002*
02/29/16	04/15/16	7 Weeks	0003
04/18/16	06/10/16	8 Weeks	0004*
07/05/16	08/26/16	8 Weeks	0005
09/06/16	10/28/16	8 Weeks	0006*

\*Classes are not held on federal holidays.

## 2. Russian and German FAST

At Shultz Center

Begin	End	Length	Section
10/27/14	12/19/14	8 Weeks	0001*
02/23/15	04/17/15	8 Weeks	0002
07/13/15	08/28/15	7 Weeks	0003
09/08/15	10/30/15	8 Weeks	0004*

\*Classes are not held on federal holidays.

## 3. All Other Languages FAST

At Shultz Center

Begin	End	Length	Section
02/23/15	04/17/15	8 Weeks	0001
07/13/15	08/28/15	7 Weeks	0002
09/08/15	10/30/15	8 Weeks	0003*

FY16

02/29/16	04/22/16	8 Weeks	0001
07/11/16	09/02/16	8 Weeks	0002
09/06/16	10/28/16	8 Weeks	0003*

\*Classes are not held on federal holidays.

## Early Morning

Course Code L\_300

**Schedule:** 17 weeks; 7:30 a.m. to 8:40 a.m.

At Shultz Center

Begin	End	Length	Section
02/19/15	06/05/15	17 Weeks	0001*
09/14/15	01/22/16	19 Weeks	0002**

\*Classes are not held on federal holidays.

\*\*Additional days to make up for winter class break.

## Intensive Language Conversion Course

Course Code L\_111 P

**Schedule:** 16 weeks; classes begin as early as 7:30 a.m. or as late as 1:00 p.m. May end as late as 6:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/27/14	02/20/15	17 Weeks	0001**
01/05/15	04/24/15	16 Weeks	0002*
02/23/15	06/12/15	16 Weeks	0003*
04/20/15	08/07/15	16 Weeks	0004*
07/06/15	10/23/15	16 Weeks	0005*
09/08/15	12/23/15	16 Weeks	0006*



FY16				
11/02/15	02/16/16	17 Weeks	0001**	
01/04/16	04/22/16	16 Weeks	0002*	
02/29/16	06/17/16	16 Weeks	0003*	
04/18/16	07/29/16	16 Weeks	0004*	
07/05/16	10/21/16	16 Weeks	0005*	
09/06/16	12/23/16	16 Weeks	0006*	

\*Classes are not held on federal holidays.  
\*\*Additional week to make up for winter class break.

## Language for Consular Officers

Course Code L\_210 ⓘ

**Schedule:** Up to two weeks; classes begin as early as 7:30 a.m. or as late as 1:00 p.m. may end as late as 6:00 p.m.  
FY15/16 schedule to be determined.

## Refresher Courses

Course Code L\_201

**Schedule:** Six weeks; scheduled between 7:30 a.m. and 6:30 p.m.

At Shultz Center

Begin	End	Length	Section
05/04/15	06/12/15	6 Weeks	0001*

FY16

Begin	End	Length	Section
05/02/16	06/10/16	6 Weeks	0001*

\*Classes are not held on federal holidays.

## Advanced Training

## Beyond-Three Training

Course Code L\_101 ⓘ

**Schedule:** Admission is by arrangement. Training is full-time, generally scheduled between the hours of 7:30 a.m. and 6:00 p.m., Monday through Friday. Outside reading and activities will be expected.

**Dates:** Negotiable.

## Overseas Programs

## Overseas Advanced Training – The Field Schools

Course Code L\_950

## Arabic

Course Code LAD950

With the closure of FSI Tunis in June 2012, training options for advanced Arabic will be decided on a case-by-case basis throughout

the region and preferably at the post of onward assignment if possible.

## Chinese (Mandarin)

Course Code: LCM950

At Taipei

Begin	End	Length	Section
08/17/15	06/17/16	44 Weeks	0001*

FY16

Begin	End	Length	Section
08/22/16	06/23/17	44 Weeks	0001*

\*Classes are not held on federal holidays.

## Japanese

Course Code LJA950

At Yokohama

Begin	End	Length	Section
08/17/15	06/17/16	44 Weeks	0001*

FY16

Begin	End	Length	Section
08/22/16	06/23/17	44 Weeks	0001*

\*Classes are not held on federal holidays.

## Korean

Course Code LKP950

At Seoul

Begin	End	Length	Section
08/17/15	06/17/16	44 Weeks	0001*

FY16

Begin	End	Length	Section
08/22/16	06/23/17	44 Weeks	0001*

\*Classes are not held on federal holidays.

## Consultations

## Consultation: Learning Styles Diagnosis

Course Code CL100

**Schedule:** By appointment. M-F; 9:00 a.m. to 4:00 p.m. Contact FSISLSConsultation@state.gov for additional information.

## Consultation: Learning Styles Diagnosis Follow-up Appointment

Course Code CL101

**Schedule:** By appointment. M-F; 9:00 a.m. to 4:00 a.m. Contact FSISLSConsultation@state.gov for additional information.

## Testing

## Language Testing

Course Code LPTEST

**Schedule:** By appointment. Contact FSILTU@state.gov or 703-302-7125 for additional information.

## Leadership/Management

## 7 Habits of Highly Effective People

Course Code PT216

**Schedule:** Four days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
01/13/15	01/16/15	4 Days	0005
04/14/15	04/17/15	4 Days	0011

Begin	End	Length	Section
08/25/15	08/28/15	4 Days	0016

Begin	End	Length	Section
09/22/15	09/25/15	4 Days	0019

At Buffalo, New York

Begin	End	Length	Section
10/21/14	10/24/14	4 Days	0001

At Charleston Passport Center

Begin	End	Length	Section
11/17/14	11/20/14	4 Days	0002
12/15/14	12/18/14	4 Days	0003
01/26/15	01/29/15	4 Days	0006

At Colorado Passport Agency

Begin	End	Length	Section
03/16/15	03/19/15	4 Days	0010

At New York Passport Agency

Begin	End	Length	Section
02/23/15	02/26/15	4 Days	0008
03/16/15	03/19/15	4 Days	0009
04/20/15	04/23/15	4 Days	0012

At Offsite

Begin	End	Length	Section
01/06/15	01/09/15	4 Days	0004

At Washington, D.C. Passport Agency

Begin	End	Length	Section
01/27/15	01/30/15	4 Days	0007

FY16 schedule to be determined.

## 7 Habits of Highly Effective People

Course Code RP298 ⓘ

**Schedule:** Four days; 8:30 a.m. to 4:00 p.m. FY15/16 schedule to be determined.

## Course Schedules

### Leadership/Management

#### Ambassadorial Seminar

Course Code PT120 **P**

**Schedule:** Two weeks; 8:30 a.m. to 5:00 p.m.  
Week One: Main State  
Week Two: Shultz Center

*At Shultz Center*

Begin	End	Length	Section
03/09/15	03/20/15	2 Weeks	0001
06/01/15	06/12/15	2 Weeks	0002
08/24/15	09/04/15	2 Weeks	0003

FY16 schedule to be determined.

#### Bureau/Mission Offsites

Course Code PT130

**Schedule:** Workshop will vary from one- to two days. Contact the Leadership and Management School to arrange an offsite.  
FY15/16 schedule to be determined.

#### Change Management

Course Code RP285 **P**

**Schedule:** Half-day; scheduled between 9:00 a.m. and 4:00 p.m.  
FY15/16 schedule to be determined.

#### Civil Service Mentoring Workshop

Course Code PT132

**Schedule:** One day; 9:00 a.m. to 4:30 p.m.  
FY15/16 schedule to be determined.

#### Coaching and Collaboration

Course Code RP272 **P**

**Schedule:** Half-day; scheduled between 9:00 a.m. and 4:00 p.m.  
FY15/16 schedule to be determined.

#### Communicating with Congress: Briefing and Testifying

Course Code PT302

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/22/14	10/23/14	2 Days	0001
02/18/15	02/19/15	2 Days	0002
05/06/15	05/07/15	2 Days	0003
09/09/15	09/10/15	2 Days	0004

FY16 schedule to be determined.

#### Conflict Management

Course Code RP274 **D P**

**Schedule:** Half-day; scheduled between 9:00 a.m. and 4:00 p.m.  
FY15/16 schedule to be determined.

#### Crisis Leadership

Course Code PT303

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
07/16/15	07/17/15	2 Days	0001

FY16 schedule to be determined.

#### Crisis Management Exercise, Overseas

Course Code PD533 **D**

**Schedule:** DVC: Three hours.  
Classroom: Four hours.  
FY15/16 schedule to be determined.

#### Crisis Management Marine Expeditionary Exercise, Advanced

Course Code PD535 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
Please contact Crisis Management Training at CMT@state.gov for a current schedule, which is dependent on the training schedule of the military.

#### Crisis Management Overview, Overseas

Course Code PD534 **D**

**Schedule:** Classroom: Two hours.  
DVC: Ninety minutes.  
FY15/16 schedule to be determined.

#### Crisis Management Special Events Exercise

Course Code PD556 **D**

**Schedule:** Classroom/DVC: Four-hour sessions.  
FY15/16 schedule to be determined.

#### Crisis Management Special Events Overview

Course Code PD555 **D**

**Schedule:** Classroom/DVC: Two-hour sessions.  
FY15/16 schedule to be determined.

#### Crucial Conversations

Course Code PT150

**Schedule:** Three days; 9:00 a.m. to 4:30 p.m.  
*At Shultz Center*

Begin	End	Length	Section
11/19/14	11/21/14	3 Days	0001
02/18/15	02/20/15	3 Days	0002
03/25/15	03/27/15	3 Days	0003
07/06/15	07/08/15	3 Days	0004
09/09/15	09/11/15	3 Days	0005

FY16 schedule to be determined.

#### Deputy Chiefs of Mission/Principal Officers Seminar

Course Code PT102

**Schedule:** Three weeks; 8:30 a.m. to 4:40 p.m.  
Week One: Offsite  
Weeks Two and Three: Shultz Center

*At Shultz Center*

Begin	End	Length	Section
05/04/15	05/22/15	3 Weeks	0001
06/08/15	06/26/15	3 Weeks	0002
07/20/15	08/07/15	3 Weeks	0003

FY16 schedule to be determined.

#### Employee Relations Seminar

Course Code PK246

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/22/14	10/23/14	2 Days	0001
01/28/15	01/29/15	2 Days	0002
02/25/15	02/26/15	2 Days	0003
04/01/15	04/02/15	2 Days	0004
06/24/15	06/25/15	2 Days	0005
09/16/15	09/17/15	2 Days	0006

FY16 schedule to be determined.

#### Foreign Service National Leadership

Course Code RP401 **N R**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Bridgetown, Barbados*

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001

FY16 schedule to be determined.

#### Fundamentals of Supervision

Course Code PT230

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001
10/27/14	10/31/14	5 Days	0002
11/03/14	11/07/14	5 Days	0003



12/01/14	12/05/14	5 Days	0004
12/08/14	12/12/14	5 Days	0006
01/05/15	01/09/15	5 Days	0008
01/12/15	01/16/15	5 Days	0009
01/26/15	01/30/15	5 Days	0010
02/09/15	02/13/15	5 Days	0011
03/02/15	03/06/15	5 Days	0012
03/09/15	03/13/15	5 Days	0013
03/16/15	03/20/15	5 Days	0014
03/30/15	04/03/15	5 Days	0015
04/13/15	04/17/15	5 Days	0016
04/27/15	05/01/15	5 Days	0017
05/04/15	05/08/15	5 Days	0018
05/11/15	05/15/15	5 Days	0019
05/18/15	05/22/15	5 Days	0020
06/01/15	06/05/15	5 Days	0021
06/08/15	06/12/15	5 Days	0022
06/15/15	06/19/15	5 Days	0023
06/22/15	06/26/15	5 Days	0024
07/06/15	07/10/15	5 Days	0025
07/13/15	07/17/15	5 Days	0026
07/20/15	07/24/15	5 Days	0027
07/27/15	07/31/15	5 Days	0028
08/03/15	08/07/15	5 Days	0029
08/10/15	08/14/15	5 Days	0030
08/17/15	08/21/15	5 Days	0031
08/24/15	08/28/15	5 Days	0032
08/31/15	09/04/15	5 Days	0033
09/14/15	09/18/15	5 Days	0034
09/21/15	09/25/15	5 Days	0035

At Los Angeles Passport Agency

Begin	End	Length	Section
12/01/14	12/05/14	5 Days	0005

At National Passport Center, Portsmouth

Begin	End	Length	Section
12/08/14	12/12/14	5 Days	0007

FY16 schedule to be determined.

## High Stress Assignment Outbriefing Program

Course Code MQ950

**Schedule:** Half-day; 9:00 a.m. to 12:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/10/14	10/10/14	4 Hours	0001
10/24/14	10/24/14	4 Hours	0002
11/07/14	11/07/14	4 Hours	0003
12/05/14	12/05/14	4 Hours	0004
01/09/15	01/09/15	4 Hours	0005
02/06/15	02/06/15	4 Hours	0006
03/06/15	03/06/15	4 Hours	0007
04/10/15	04/10/15	4 Hours	0008
05/08/15	05/08/15	4 Hours	0009
05/29/15	05/29/15	4 Hours	0010
06/12/15	06/12/15	4 Hours	0011
06/26/15	06/26/15	4 Hours	0012
07/10/15	07/10/15	4 Hours	0013
07/24/15	07/24/15	4 Hours	0014
08/07/15	08/07/15	4 Hours	0015
08/21/15	08/21/15	4 Hours	0016
09/11/15	09/11/15	4 Hours	0017
09/25/15	09/25/15	4 Hours	0018

FY16 schedule to be determined.

## High Stress Assignment Outbriefing Program – Special Session

Course Code MQ951

**Schedule:** Contact FSI/TC at 703-302-7272 to arrange a special session.

## High Stress Assignments, Pre-Deployment Preparation for

Course Code MQ940 

**Schedule:** Three hours; 6:00 p.m. to 9:00 p.m.

At Shultz Center

Begin	End	Length	Section
05/06/15	05/06/15	3 Hours	0001
06/03/15	06/03/15	3 Hours	0002
07/08/15	07/08/15	3 Hours	0003

FY16 schedule to be determined.

## Influence by Design

Course Code PT224

**Schedule:** Two days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
01/08/15	01/09/15	2 Days	0001
02/26/15	02/27/15	2 Days	0002
04/27/15	04/28/15	2 Days	0003
09/03/15	09/04/15	2 Days	0004

FY16 schedule to be determined.

## Leadership Fundamentals

Course Code RP277 

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

## Leadership Skills, Advanced

Course Code PT210

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/27/14	10/31/14	5 Days	0001
11/17/14	11/21/14	5 Days	0002
01/05/15	01/09/15	5 Days	0003
02/09/15	02/13/15	5 Days	0004
03/09/15	03/13/15	5 Days	0005
04/13/15	04/17/15	5 Days	0006
05/11/15	05/15/15	5 Days	0007
06/08/15	06/12/15	5 Days	0008
07/27/15	07/31/15	5 Days	0009
08/10/15	08/14/15	5 Days	0010
08/31/15	09/04/15	5 Days	0011

FY16 schedule to be determined.

## Leadership Skills, Basic

Course Code PK245

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001
10/20/14	10/24/14	5 Days	0002
10/27/14	10/31/14	5 Days	0003
11/03/14	11/07/14	5 Days	0004
11/17/14	11/21/14	5 Days	0005
12/01/14	12/05/14	5 Days	0006
12/15/14	12/19/14	5 Days	0007
01/05/15	01/09/15	5 Days	0008
01/12/15	01/16/15	5 Days	0009
01/26/15	01/30/15	5 Days	0010
02/02/15	02/06/15	5 Days	0011
02/09/15	02/13/15	5 Days	0012
02/23/15	02/27/15	5 Days	0013
03/02/15	03/06/15	5 Days	0014
03/16/15	03/20/15	5 Days	0015
03/23/15	03/27/15	5 Days	0016
03/30/15	04/03/15	5 Days	0017
04/06/15	04/10/15	5 Days	0018
04/20/15	04/24/15	5 Days	0019
05/04/15	05/08/15	5 Days	0020
05/11/15	05/15/15	5 Days	0021
05/18/15	05/22/15	5 Days	0022
06/01/15	06/05/15	5 Days	0023
06/08/15	06/12/15	5 Days	0024
06/15/15	06/19/15	5 Days	0025
06/22/15	06/26/15	5 Days	0026
07/06/15	07/10/15	5 Days	0027
07/13/15	07/17/15	5 Days	0028
07/20/15	07/24/15	5 Days	0029
07/27/15	07/31/15	5 Days	0030
08/03/15	08/07/15	5 Days	0031
08/10/15	08/14/15	5 Days	0032
08/17/15	08/21/15	5 Days	0033
08/24/15	08/28/15	5 Days	0034
08/31/15	09/04/15	5 Days	0035
09/14/15	09/18/15	5 Days	0036
09/21/15	09/25/15	5 Days	0037

FY16 schedule to be determined.

## Leadership Skills, Intermediate

Course Code PT207

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001
10/20/14	10/24/14	5 Days	0002
11/03/14	11/07/14	5 Days	0003
12/08/14	12/12/14	5 Days	0004
12/15/14	12/19/14	5 Days	0005
01/26/15	01/30/15	5 Days	0006
02/02/15	02/06/15	5 Days	0007
02/23/15	02/27/15	5 Days	0008
03/09/15	03/13/15	5 Days	0009
03/23/15	03/27/15	5 Days	0010
04/06/15	04/10/15	5 Days	0011

## Course Schedules

### Leadership/Management

04/20/15	04/24/15	5 Days	0012
05/04/15	05/08/15	5 Days	0013
05/18/15	05/22/15	5 Days	0014
06/01/15	06/05/15	5 Days	0015
06/08/15	06/12/15	5 Days	0016
06/15/15	06/19/15	5 Days	0017
06/22/15	06/26/15	5 Days	0018
07/06/15	07/10/15	5 Days	0019
07/13/15	07/17/15	5 Days	0020
07/20/15	07/24/15	5 Days	0021
07/27/15	07/31/15	5 Days	0022
08/03/15	08/07/15	5 Days	0023
08/17/15	08/21/15	5 Days	0024
08/24/15	08/28/15	5 Days	0025
09/14/15	09/18/15	5 Days	0026
FY16 schedule to be determined.			

### Leading at a High Threat Post

Course Code PT250

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Leading Organizations through Change

Course Code PT308

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
03/05/15	03/05/15	1 Day	0001
06/18/15	06/18/15	1 Day	0002
09/24/15	09/24/15	1 Day	0003

FY16 schedule to be determined.

### Manage to Motivate

Course Code PT135

**Schedule:** Two days; 9:00 a.m. to 4:30 p.m.  
*At Shultz Center*

Begin	End	Length	Section
11/06/14	11/07/14	2 Days	0001
02/12/15	02/13/15	2 Days	0002
04/06/15	04/07/15	2 Days	0003
07/13/15	07/14/15	2 Days	0004

FY16 schedule to be determined.

### Managerial Problem Solving and Decision-Making

Course Code PT134

**Schedule:** Two days; 9:00 a.m. to 4:30 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/20/14	10/21/14	2 Days	0001
01/15/15	01/16/15	2 Days	0002
05/11/15	05/12/15	2 Days	0003

FY16 schedule to be determined.

### Managing Up

Course Code RP278 

**Schedule:** Half-day; scheduled between 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Managing Up: Basic Skills and Tips

Course Code PT257

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
*At Colorado Passport Agency*

Begin	End	Length	Section
04/14/15	04/14/15	1 Day	0013
04/15/15	04/15/15	1 Day	0014

*At Los Angeles Passport Agency*

Begin	End	Length	Section
03/10/15	03/10/15	1 Day	0010
03/11/15	03/11/15	1 Day	0011

*At New York Passport Agency*

Begin	End	Length	Section
03/03/15	03/03/15	1 Day	0006
03/04/15	03/04/15	1 Day	0007
03/05/15	03/05/15	1 Day	0008
03/06/15	03/06/15	1 Day	0009

*At Offsite – St. Albans Passport*

Begin	End	Length	Section
02/18/15	02/18/15	1 Day	0005

*At Seattle Passport Agency*

Begin	End	Length	Section
10/07/14	10/07/14	1 Day	0001
03/23/15	03/23/15	1 Day	0012
07/13/15	07/13/15	1 Day	0015
07/14/15	07/14/15	1 Day	0016

*At Tucson, AZ*

Begin	End	Length	Section
08/03/15	08/03/15	1 Day	0017
08/04/15	08/04/15	1 Day	0018

*At Washington, D.C. Passport Agency*

Begin	End	Length	Section
11/13/14	11/13/14	1 Day	0002
01/21/15	01/21/15	1 Day	0003
01/26/15	01/26/15	1 Day	0004

FY16 schedule to be determined.

### Managing Up: Linking Support and Supervision

Course Code PK305 

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
11/14/14	11/14/14	1 Day	0001
01/09/15	01/09/15	1 Day	0002
06/05/15	06/05/15	1 Day	0003
08/21/15	08/21/15	1 Day	0004

FY16 schedule to be determined.

### Managing Up: Working Effectively with Your Manager

Course Code PT252

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/15/14	10/16/14	2 Days	0001
12/10/14	12/11/14	2 Days	0002
01/21/15	01/22/15	2 Days	0003
03/11/15	03/12/15	2 Days	0004
04/08/15	04/09/15	2 Days	0005
05/20/15	05/21/15	2 Days	0006
07/01/15	07/02/15	2 Days	0007
09/08/15	09/09/15	2 Days	0008

FY16 schedule to be determined.

### Motivation

Course Code RP279 

**Schedule:** Half-day; scheduled between 9:00 a.m. and 4:00 p.m.  
FY15/16 schedule to be determined.

### National Security Executive Leadership Seminar

Course Code PT330 

**Schedule:** A series of five monthly two-day sessions followed by one-day capstone; 8:30 a.m. to 5:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/14/14	05/28/15	11 Days	0001*
11/19/14	05/28/15	11 Days	0002*
01/28/15	05/28/15	11 Days	0003*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Overcoming Boundaries: Working Effectively Across Office and Agency Lines

Course Code PT307

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/07/14	10/07/14	1 Day	0001
04/08/15	04/08/15	1 Day	0002
07/30/15	07/30/15	1 Day	0003

FY16 schedule to be determined.

### Overseas Supervisory Workshop

Course Code PT240

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Policy Roundtables

Course Code AR321

**Schedule:** One day; 8:00 a.m. to 5:00 p.m.  
FY15/16 schedule to be determined.

## Senior Executive Threshold Seminar

Course Code PT133

**Schedule:** Two weeks; 9:00 a.m. to 4:30 p.m.  
Week One: Shultz Center  
Week Two: Offsite; includes four nights.  
*At Shultz Center*

Begin	End	Length	Section
12/01/14	12/12/14	2 Weeks	0001
01/26/15	02/06/15	2 Weeks	0002
04/13/15	04/24/15	2 Weeks	0003
08/10/15	08/21/15	2 Weeks	0004
09/14/15	09/25/15	2 Weeks	0005

FY16 schedule to be determined.

## Starting Right: A Seminar for Program Directors

Course Code PT213

**Schedule:** Three days; 9:00 a.m. to 4:30 p.m.  
FY15/16 schedule to be determined.

## Team Building

Course Code RP282

**Schedule:** Half-day; scheduled between 9:00 a.m. and 4:00 p.m.  
FY15/16 schedule to be determined.

## Team Building and Team Dynamics

Course Code RP382 

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Team Building for Results

Course Code PT136

**Schedule:** One day; 9:00 a.m. to 4:30 p.m.  
*At Charleston Passport Center*

Begin	End	Length	Section
01/14/15	01/14/15	1 Day	0009
01/15/15	01/15/15	1 Day	0010

*At Colorado Passport Agency*

Begin	End	Length	Section
12/17/14	12/17/14	1 Day	0008

*At Connecticut Passport Agency*

Begin	End	Length	Section
02/03/15	02/03/15	1 Day	0011

*At Detroit, Michigan*

Begin	End	Length	Section
11/17/14	11/17/14	1 Day	0006

11/18/14	11/18/14	1 Day	0007
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*At New York Passport Agency*

Begin	End	Length	Section
11/03/14	11/03/14	1 Day	0001
11/04/14	11/04/14	1 Day	0002
11/05/14	11/05/14	1 Day	0003
11/06/14	11/06/14	1 Day	0004

*At Offsite*

Begin	End	Length	Section
11/13/14	11/13/14	1 Day	0005

*At Tuscon, AZ*

Begin	End	Length	Section
02/18/15	02/18/15	1 Day	0012
08/31/15	08/31/15	1 Day	0013
09/01/15	09/01/15	1 Day	0014
09/02/15	09/02/15	1 Day	0015
09/03/15	09/03/15	1 Day	0016

FY16 schedule to be determined.

## The Ultimate 360: Comprehensive Feedback Instruments for Senior Executives

Course Code PT306

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Time Management

Course Code RP283 

**Schedule:** Half-day; scheduled between 9:00 a.m. and 4:00 p.m.  
FY15/16 schedule to be determined.

## Understanding the Interagency

Course Code PT331 

**Schedule:** Five days; 8:30 a.m. to 5:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
04/13/15	04/17/15	5 Days	0001
06/08/15	06/12/15	5 Days	0002
07/13/15	07/17/15	5 Days	0003

FY16 schedule to be determined.

## Management Tradecraft

### Acquisition, Contracting and Procurement Training

## Contract Administration Workshop

Course Code PA252  

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Bangkok Hotel*

Begin	End	Length	Section
12/15/14	12/19/14	5 Days	0001

FY16 schedule to be determined.

## Contracting Officer's Representative

Course Code PA178

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001
10/20/14	10/24/14	5 Days	0002
11/17/14	11/21/14	5 Days	0003
01/12/15	01/16/15	5 Days	0004
01/26/15	01/30/15	5 Days	0005
02/09/15	02/13/15	5 Days	0006
03/09/15	03/13/15	5 Days	0007
04/06/15	04/10/15	5 Days	0008
05/11/15	05/15/15	5 Days	0009
06/08/15	06/12/15	5 Days	0010
06/22/15	06/26/15	5 Days	0011
07/13/15	07/17/15	5 Days	0012
08/03/15	08/07/15	5 Days	0013
08/31/15	09/04/15	5 Days	0014

FY16 schedule to be determined.

## Contracting Officer's Representative and Government Technical Monitor Training

Course Code PA398 

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
*At Main State*

Begin	End	Length	Section
10/23/14	10/23/14	1 Day	0001

FY16 schedule to be determined.

## DS Contracting Officer's Representative

Course Code PA578

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At SA-11*

Begin	End	Length	Section
11/03/14	11/07/14	5 Days	0001

## Course Schedules

### Management Tradecraft

02/23/15	02/27/15	5 Days	0002
04/13/15	04/17/15	5 Days	0003
05/18/15	05/22/15	5 Days	0004
07/20/15	07/24/15	5 Days	0005
08/10/15	08/14/15	5 Days	0006

FY16 schedule to be determined.

### Foreign Service National Commercial Acquisitions

Course Code PA247 **N** **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Bangkok Hotel*

Begin	End	Length	Section
12/08/14	12/12/14	5 Days	0001

FY16 schedule to be determined.

### GSO - Acquisitions

Course Code PA221ACQ **P** **R**

**Schedule:** Four weeks; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/20/14	11/14/14	4 Weeks	0001*
02/17/15	03/13/15	4 Weeks	0002*
05/04/15	05/29/15	4 Weeks	0003*
06/08/15	07/02/15	4 Weeks	0004*
08/03/15	08/28/15	4 Weeks	0005

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Purchase Card, Advanced

Course Code PA288 **P**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Purchase Card Basics

Course Code PA287 **P**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Special Contracts Workshop

Course Code PA255P **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Facility Management Training

### Building Automation Systems

Course Code PA522 **P**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
12/22/14	01/02/15	2 Weeks	0001*
04/20/15	05/01/15	2 Weeks	0002

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Electrical Power Generation for Facility Managers

Course Code PA524 **P**

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.  
*At Falls Church, Virginia*

Begin	End	Length	Section
01/12/15	01/16/15	5 Days	0001
05/11/15	05/15/15	5 Days	0002

FY16 schedule to be determined.

### Elevator Maintenance Management

Course Code PA535 **P** **R**

**Schedule:** Two days; 8:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Facility Manager Tradecraft

Course Code PA521 **P**

**Schedule:** Seven weeks; 9:00 a.m. to 4:00 p.m.  
Training is held at multiple locations within the Washington, D.C. Metropolitan area.

*At Shultz Center*

Begin	End	Length	Section
12/22/14	02/06/15	7 Weeks	0001*
04/20/15	06/05/15	7 Weeks	0002*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Facility Manager Tradecraft, Advanced

Course Code PA527 **P**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
07/13/15	07/24/15	2 Weeks	0001

FY15/16 schedule to be determined.

### HVAC Fundamentals for Building Managers

Course Code PA523 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Falls Church, Virginia*

Begin	End	Length	Section
01/05/15	01/09/15	5 Days	0001
05/04/15	05/08/15	5 Days	0002

FY16 schedule to be determined.

### Management Oversight of Construction Safety and Occupational Health Programs

Course Code PA585 **P** **R**

**Schedule:** Four days; 8:30 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
02/09/15	02/12/15	4 Days	0001
06/15/15	06/18/15	4 Days	0002

FY16 schedule to be determined.

### OBO Asbestos Inspector and Environmental Training

Course Code PA530 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### OBO Construction, Facility, and Security Management Training

Course Code PA531

**Schedule:** Five days; 8:00 a.m. to 5:00 p.m.  
FY15/16 schedule to be determined.

### OBO HAZMAT Training

Course Code PA488 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Overseas Facilities Management

Course Code PA525 **P**

**Schedule:** Three weeks; 9:00 a.m. to 4:00 p.m.  
This course will be held in multiple locations in the Washington, D.C. Metropolitan area.

*At Shultz Center*

Begin	End	Length	Section
01/20/15	02/06/15	3 Weeks	0001*
05/18/15	06/05/15	3 Weeks	0002*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## SHEM Post Occupational Safety and Health Officers Training

Course Code PA586 **P** **R**

**Schedule:** Five days; Monday-Thursday: 8:30 a.m. to 4:30 p.m.; Friday: 8:30 a.m. to 3:00 p.m.

FY15/16 schedule to be determined.

## Financial Management Training

### Accounting

Course Code PA220 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
11/03/14	11/07/14	5 Days	0001
03/02/15	03/06/15	5 Days	0002
05/18/15	05/22/15	5 Days	0003
08/17/15	08/21/15	5 Days	0004

FY16 schedule to be determined.

### Accounting I

Course Code GFS11 **P**

**Schedule:** Five days; times as scheduled.  
Please contact Charleston Global Finance Center or visit [http://training.gfsc.state.gov/prosperity/req/stategov\\_student/index.cfm](http://training.gfsc.state.gov/prosperity/req/stategov_student/index.cfm) for more information.

FY15/16 schedule to be determined.

### Accounting II

Course Code GFS12 **P**

**Schedule:** Five days; times as scheduled.  
Please contact Charleston Global Finance Center or visit [http://training.gfsc.state.gov/prosperity/req/stategov\\_student/index.cfm](http://training.gfsc.state.gov/prosperity/req/stategov_student/index.cfm) for more information.

FY15/16 schedule to be determined.

### Budget Techniques

Course Code GFS31 **P**

**Schedule:** Five days; times as scheduled.  
Please contact Charleston Global Finance Center or visit [http://training.gfsc.state.gov/prosperity/req/stategov\\_student/index.cfm](http://training.gfsc.state.gov/prosperity/req/stategov_student/index.cfm) for more information.

FY15/16 schedule to be determined.

## Budgeting for Supervisors

Course Code PA218 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
12/01/14	12/05/14	5 Days	0001
02/02/15	02/06/15	5 Days	0010
03/30/15	04/03/15	5 Days	0002
06/15/15	06/19/15	5 Days	0003
09/14/15	09/18/15	5 Days	0004

FY16 schedule to be determined.

## Cashiering, Advanced

Course Code GFS42 **P**

**Schedule:** Five days; times as scheduled.  
Please contact Charleston Global Finance Center or visit [http://training.gfsc.state.gov/prosperity/req/stategov\\_student/index.cfm](http://training.gfsc.state.gov/prosperity/req/stategov_student/index.cfm) for more information.

FY15/16 schedule to be determined.

## Cashiering, Basic Overseas

Course Code GFS41 **P**

**Schedule:** Two weeks; times as scheduled.  
Please contact Charleston Global Finance Center or visit [http://training.gfsc.state.gov/prosperity/req/stategov\\_student/index.cfm](http://training.gfsc.state.gov/prosperity/req/stategov_student/index.cfm) for more information.

FY15/16 schedule to be determined.

## Financial Management, Advanced

Course Code PA219

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
07/13/15	07/24/15	2 Weeks	0001

FY16 schedule to be determined.

## Financial Management Overseas

Course Code PA211 **P**

**Schedule:** Eight weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
10/20/14	12/19/14	8 Weeks	0001*
02/17/15	04/17/15	8 Weeks	0002*
05/04/15	07/02/15	8 Weeks	0003*
08/03/15	10/02/15	8 Weeks	0004*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Financial Management Overseas, Basics of

Course Code PA210 **P**

**Schedule:** Four weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
01/12/15	02/06/15	4 Weeks	0010*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Financial Systems Workshop for Systems Administrators

Course Code GFS71

**Schedule:** Five days; times as scheduled.  
Please contact Charleston Global Finance Center or visit [http://training.gfsc.state.gov/prosperity/req/stategov\\_student/index.cfm](http://training.gfsc.state.gov/prosperity/req/stategov_student/index.cfm) for more information.

FY15/16 schedule to be determined.

## Global Financial Management System - New User Basic

Course Code PA350 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001
01/12/15	01/16/15	5 Days	0002
04/27/15	05/01/15	5 Days	0003
07/13/15	07/17/15	5 Days	0004

FY16 schedule to be determined.

## Global Financial Management System - New User Charleston Extended

Course Code PA351 **P**

**Schedule:** Eight days; 9:00 a.m. to 4:00 p.m.  
At Charleston, SC

Begin	End	Length	Section
02/02/15	02/11/15	8 Days	0001
08/10/15	08/19/15	8 Days	0002

FY16 schedule to be determined.

## ICASS Basics

Course Code PA345 **P**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
01/15/15	01/16/15	2 Days	0001
04/06/15	04/07/15	2 Days	0002
06/29/15	06/30/15	2 Days	0003
09/28/15	09/29/15	2 Days	0004

FY16 schedule to be determined.



## Course Schedules

Management Tradecraft

### ICASS Executive Seminar

Course Code PA245 ⓘ

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/24/14	11/24/14	1 Day	0001
03/27/15	03/27/15	1 Day	0002
09/08/15	09/08/15	1 Day	0003

FY16 schedule to be determined.

### ICASS, Working with

Course Code PA214 ⓘ

**Schedule:** Four days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/17/14	11/20/14	4 Days	0001
01/20/15	01/23/15	4 Days	0010
03/16/15	03/19/15	4 Days	0002
06/01/15	06/04/15	4 Days	0003
07/06/15	07/09/15	4 Days	A001
08/31/15	09/03/15	4 Days	0004

FY16 schedule to be determined.

### Managing Cashier Operations Overseas

Course Code GFS43

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

### Payroll and Allowances, Overseas

Course Code GFS54

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

### Principles of Appropriation Law

Course Code PA215 ⓘ

**Schedule:** Four days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/27/14	10/30/14	4 Days	0001
01/13/15	01/16/15	4 Days	0010
02/23/15	02/26/15	4 Days	0002
04/13/15	04/16/15	4 Days	A002
05/11/15	05/14/15	4 Days	0003
06/16/15	06/19/15	4 Days	A003
08/10/15	08/13/15	4 Days	0004

*At Bangkok*

Begin	End	Length	Section
03/17/15	03/20/15	4 Days	A001

FY16 schedule to be determined.

### Servicing Serviced Agencies

Course Code GFS13 ⓘ

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

### Supervising a Cashier

Course Code PA217 ⓘ

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
12/08/14	12/12/14	5 Days	0001
04/06/15	04/10/15	5 Days	0002
06/22/15	06/26/15	5 Days	0003
09/21/15	09/25/15	5 Days	0004

FY16 schedule to be determined.

### Time and Attendance

Course Code GFS51

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

### Travel Policy

Course Code GFS61

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

### Voucher Examination, Advanced

Course Code GFS22 ⓘ

**Schedule:** Five days; times as scheduled.

Please contact Charleston Global Finance Center or visit [http://training.gfsc.state.gov/prosperity/req/stategov\\_student/index.cfm](http://training.gfsc.state.gov/prosperity/req/stategov_student/index.cfm) for more information.

*At Bangkok Hotel*

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	1494

FY16 schedule to be determined.

### Voucher Examination, Basic

Course Code GFS21 ⓘ

**Schedule:** Five days; times as scheduled.

Please contact Charleston Global Finance Center or visit [http://training.gfsc.state.gov/prosperity/req/stategov\\_student/index.cfm](http://training.gfsc.state.gov/prosperity/req/stategov_student/index.cfm) for more information.

FY15/16 schedule to be determined.

### Vouchering and Certification

Course Code PA216 ⓘ

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/10/14	11/14/14	4 Days	0001*
03/09/15	03/13/15	5 Days	0002
05/26/15	05/29/15	4 Days	0003*
08/24/15	08/28/15	5 Days	0004

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Web.ICASS

Course Code GFS32 ⓘ

**Schedule:** Five days; times as scheduled.

Please contact Charleston Global Finance Center or visit [http://training.gfsc.state.gov/prosperity/req/stategov\\_student/index.cfm](http://training.gfsc.state.gov/prosperity/req/stategov_student/index.cfm) for more information.

FY15/16 schedule to be determined.

### General Services Operations Training

#### Automotive Technical Training - Basic

Course Code PA257

**Schedule:** Five days; 8:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

#### General Services Officer Logistics and Supply Chain Management Training

Course Code PA395 ⓘ

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

#### General Services Operations

Course Code PA221 ⓘ

**Schedule:** Eight weeks; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/20/14	12/19/14	8 Weeks	0001*
02/17/15	04/17/15	8 Weeks	0002*
05/04/15	07/03/15	8 Weeks	0003*
06/08/15	07/31/15	8 Weeks	0004*
08/03/15	10/02/15	8 Weeks	0005*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.



## General Services Operations, Advanced

Course Code PA228 **P**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
07/13/15	07/24/15	2 Weeks	0001

FY16 schedule to be determined.

## GSO – Real Estate

Course Code PA221RE **P** **R**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
12/08/14	12/19/14	2 Weeks	0001
04/06/15	04/17/15	2 Weeks	0002
06/22/15	07/02/15	2 Weeks	0003*
07/20/15	07/31/15	2 Weeks	0004
09/21/15	10/02/15	2 Weeks	0005

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Housing Workshop for LE Staff

Course Code PA265 **N** **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Motor Pool Training

Course Code PA264 **P**

**Schedule:** Five days; 8:30 a.m. to 4:30 p.m.  
FY15/16 schedule to be determined.

## Property Management and ILMS AM Training

Course Code PA562 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Property Management & Warehousing Workshop

Course Code PA563 **P**

**Schedule:** Five days; 8:30 a.m. to 4:30 p.m.  
FY15/16 schedule to be determined.

## Human Resources Management Training

### EUR-IO HR American Programs Training

Course Code PA330

**Schedule:** Four days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Foreign Service Retirement System for HR, Overview of

Course Code PA332

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Foreign Service Retirement Tradecraft

Course Code PA333 **P**

**Schedule:** Seven days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Global Employment Management System, Position Management in

Course Code PA192 **P**

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
*At Charleston GFS*

Begin	End	Length	Section
01/27/15	01/27/15	1 Day	0004
04/28/15	04/28/15	1 Day	0008
06/23/15	06/23/15	1 Day	0011

*At SA-3*

Begin	End	Length	Section
10/15/14	10/15/14	1 Day	0001
11/13/14	11/13/14	1 Day	0002
01/07/15	01/07/15	1 Day	0003
02/11/15	02/11/15	1 Day	0005
03/11/15	03/11/15	1 Day	0006
04/08/15	04/08/15	1 Day	0007
05/13/15	05/13/15	1 Day	0009
06/03/15	06/03/15	1 Day	0010
07/08/15	07/08/15	1 Day	0012
08/12/15	08/12/15	1 Day	0013

FY16 schedule to be determined.

### Global Employment Management System Processing, Basic

Course Code PA190 **P**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
*At Charleston GFS*

Begin	End	Length	Section
10/01/14	10/03/14	3 Days	0001

Begin	End	Length	Section
01/28/15	01/30/15	3 Days	0005
04/29/15	05/01/15	3 Days	0009
06/24/15	06/26/15	3 Days	0012

*At SA-3*

Begin	End	Length	Section
10/21/14	10/23/14	3 Days	0002
11/18/14	11/20/14	3 Days	0003
01/13/15	01/15/15	3 Days	0004
02/24/15	02/26/15	3 Days	0006
03/17/15	03/19/15	3 Days	0007
04/14/15	04/16/15	3 Days	0008
05/19/15	05/21/15	3 Days	0010
06/09/15	06/11/15	3 Days	0011
07/14/15	07/16/15	3 Days	0013
08/18/15	08/20/15	3 Days	0014

FY16 schedule to be determined.

### Human Resource Management Overseas

Course Code PA230 **P**

**Schedule:** Five weeks; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/20/14	11/21/14	5 Weeks	0001*
02/17/15	03/20/15	5 Weeks	0002*
05/04/15	06/05/15	5 Weeks	0003*
08/03/15	09/04/15	5 Weeks	0004

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Human Resources, Basic

Course Code PA331 **P**

**Schedule:** Five days; 9:00 a.m. to 5:00 p.m.  
*At Frankfurt Consulate*

Begin	End	Length	Section
11/17/14	11/21/14	5 Days	0001

FY16 schedule to be determined.

### Human Resources for LE Staff, Intermediate

Course Code PA338 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Knowledge Center Reporting Tool (Person and Position Universe), Basic

Course Code PA193

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
*At Charleston GFS*

Begin	End	Length	Section
01/26/15	01/26/15	1 Day	0006
04/27/15	04/27/15	1 Day	0011
06/22/15	06/22/15	1 Day	0013

## Course Schedules

### Management Tradecraft

At SA-3

Begin	End	Length	Section
10/08/14	10/08/14	1 Day	0001
10/28/14	10/28/14	1 Day	0002
11/05/14	11/05/14	1 Day	0003
12/03/14	12/03/14	1 Day	0004
01/21/15	01/21/15	1 Day	0005
02/10/15	02/10/15	1 Day	0007
02/18/15	02/18/15	1 Day	0008
03/25/15	03/25/15	1 Day	0009
04/22/15	04/22/15	1 Day	0010
05/12/15	05/12/15	1 Day	0012

FY16 schedule to be determined.

### LE Staff Compensation

Course Code PA341 **P**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### LE Staff Position Management and Classification

Course Code PA232 **P**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
12/01/14	12/12/14	2 Weeks	0001
06/15/15	06/26/15	2 Weeks	0002

FY16 schedule to be determined.

### Locally Employed Staff Recruitment Workshop

Course Code PA336 **P**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### MClass for Approvers

Course Code PA327 **P**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Merit Based Compensation

Course Code PA339 **P**

**Schedule:** Three-and-a-half days; 9:00 a.m. to 4:00 p.m.

At Frankfurt Regional Support Center

Begin	End	Length	Section
10/21/14	10/24/14	3½ Days	0001

FY16 schedule to be determined.

### Professional Tradecraft for HR/CDA Staff

Course Code PA239

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
09/14/15	09/18/15	5 Days	0001

FY16 schedule to be determined.

### Logistics Management Training

#### GSO – Logistics Management Overseas: Supply Chain

Course Code PA22ILMOA **P R**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
11/17/14	11/21/14	5 Days	0001
03/16/15	03/20/15	5 Days	0002
06/01/15	06/05/15	5 Days	0003
07/06/15	07/10/15	5 Days	0004
08/31/15	09/04/15	5 Days	0005

FY16 schedule to be determined.

#### GSO - Logistics Management Overseas: Travel and Motor Pool

Course Code PA22ILMOB **P R**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
12/01/14	12/05/14	5 Days	0001
03/30/15	04/03/15	5 Days	0002
06/15/15	06/19/15	5 Days	0003
07/13/15	07/17/15	5 Days	0004
09/14/15	09/18/15	5 Days	0005

FY16 schedule to be determined.

#### ILMS AM Property Reconciliation Process Refresher Training (Domestic)

Course Code PA380 **P**

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

#### ILMS Ariba User Advocate Training

Course Code PA393

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

#### ILMS Asset Management Basic Property Recordkeeping Refresher (Domestic)

Course Code PA381 **P**

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

#### ILMS Asset Management Excess Property Custodial Officer Training (Domestic)

Course Code PA352 **P**

**Schedule:** Half-day; 9:00 a.m. to 12:00 p.m.  
FY15/16 schedule to be determined.

#### ILMS Domestic Ariba Advanced User Training

Course Code PA383 **P R**

**Schedule:** Three hours; times as scheduled.  
FY15/16 schedule to be determined.

#### ILMS Domestic Ariba: Approver Training

Course Code PA361 **P R**

**Schedule:** Half-day; times as scheduled.  
FY15/16 schedule to be determined.

#### ILMS Domestic Ariba: Budget and Fiscal

Course Code PA374 **P R**

**Schedule:** Five hours; times as scheduled.  
FY15/16 schedule to be determined.

#### ILMS Domestic Ariba: Purchase Card Training

Course Code PA378 **P R**

**Schedule:** One-and-a-half days; times as scheduled.  
FY15/16 schedule to be determined.

#### ILMS Domestic Ariba: Requester

Course Code PA375 **P R**

**Schedule:** One day; 9:00 a.m. to 3:00 p.m.  
FY15/16 schedule to be determined.

**ILMS Overseas Ariba Contracts Training**

Course Code PA394 **P**

**Schedule:** Four days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

**ILMS Overseas Ariba Training, Advanced**

Course Code PA396 **P R**

**Schedule:** Four days; 8:30 a.m. to 4:30 p.m.  
FY15/16 schedule to be determined.

**ILMS Overseas Asset Management and Expendables User Advocate Training**

Course Code PA385 **P**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

**ILMS Overseas Asset Management Training, Advanced**

Course Code PA355 **P R**

**Schedule:** Three days; 8:30 a.m. to 4:30 p.m.  
FY15/16 schedule to be determined.

**ILMS Overseas Fleet Management Information System User Advocate Training**

Course Code PA353 **P**

**Schedule:** Three days; 8:30 a.m. to 5:00 p.m.  
FY15/16 schedule to be determined.

**ILMS Overseas Management User Advocate Training**

Course Code PA354 **P R**

**Schedule:** Three days; 8:30 a.m. to 5:00 p.m.  
FY15/16 schedule to be determined.

**Transportation Workshop for LE Staff**

Course Code PA250 **N P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

**Transportation Workshop for LE Staff, Advanced**

Course Code PA256 **N P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

**Management Tradecraft Training**
**Cross-Cultural Values**

Course Code RP275 **P**

**Schedule:** Half-day; scheduled between 9:00 a.m. and 4:00 p.m.  
FY15/16 schedule to be determined.

**Customer-Focused Performance**

Course Code RP249

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

**Customer Service**

Course Code RP276 **P**

**Schedule:** Half-day; scheduled between 9:00 a.m. and 4:00 p.m.  
FY15/16 schedule to be determined.

**Domestic Management Officers Seminar**

Course Code PA160

**Schedule:** Two one-week sessions are held one week per month over two consecutive months; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/03/14	12/05/14	2 Weeks	0001*
01/12/15	02/13/15	2 Weeks	0002*
03/09/15	04/17/15	2 Weeks	0003

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

**Essentials of Overseas Management**

Course Code PA313 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/24/14	11/28/14	4 Days	0001*
03/23/15	03/27/15	5 Days	0002
06/08/15	06/12/15	5 Days	0003
08/03/15	08/07/15	5 Days	0004
09/08/15	09/11/15	4 Days	0005*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

**Foreign Service National Supervisory Skills-Beyond the Basics**

Course Code RP259 **P**

**Schedule:** Five days; 8:30 a.m. to 4:00 p.m.

*At Cotonou, Benin*

Begin	End	Length	Section
10/27/14	10/31/14	5 Days	0002

*At Tegucigalpa, Honduras*

Begin	End	Length	Section
11/17/14	11/21/14	5 Days	0001

FY16 schedule to be determined.

**Foreign Service National Supervisory Skills**

Course Code RP248 **P R**

**Schedule:** Three-and-a-half days; 8:30 a.m. to 4:00 p.m.

*At Cotonou, Benin*

Begin	End	Length	Section
10/21/14	10/24/14	3½ Days	0002

*At Tegucigalpa, Honduras*

Begin	End	Length	Section
11/03/14	11/06/14	3½ Days	0001

FY16 schedule to be determined.

**Management Tradecraft, Overseas**

Course Code PA243

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
06/15/15	06/26/15	2 Weeks	0001
08/17/15	08/28/15	2 Weeks	0002

FY16 schedule to be determined.

**Management Workshop, Advanced**

Course Code PA238 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
07/20/15	07/24/15	5 Days	0001

FY16 schedule to be determined.

**Managing Customer Service**

Course Code RP123

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Cotonou, Benin*

Begin	End	Length	Section
10/20/14	10/20/14	1 Day	0003

*At Mexico City, Mexico*

Begin	End	Length	Section
10/03/14	10/03/14	1 Day	0001

## Course Schedules

### Management Tradecraft – Negotiation – Office Management

*At Tegucigalpa, Honduras*

Begin	End	Length	Section
11/07/14	11/07/14	1 Day	0002

FY16 schedule to be determined.

### Managing Projects at State

Course Code PA680 ①

**Schedule:** Five days; 8:30 a.m. to 4:00 p.m.  
*At SA-15*

Begin	End	Length	Section
10/06/14	10/10/14	5 Days	0001
10/27/14	10/31/14	5 Days	0002
11/17/14	11/21/14	5 Days	0003
12/08/14	12/12/14	5 Days	0004
01/05/15	01/09/15	5 Days	0005
02/02/15	02/06/15	5 Days	0006
02/23/15	02/27/15	5 Days	0007
03/30/15	04/03/15	5 Days	0008
04/20/15	04/24/15	5 Days	0009
08/10/15	08/14/15	5 Days	0010
09/14/15	09/18/15	5 Days	0011

FY16 schedule to be determined.

### Managing Projects at State-OBO Companion Course

Course Code PA682 ① ②

**Schedule:** Three days; 8:30 a.m. to 4:00 p.m.  
*At SA-15*

Begin	End	Length	Section
10/14/14	10/16/14	3 Days	0001
02/17/15	02/19/15	3 Days	0002
06/10/15	06/12/15	3 Days	0003
07/27/15	07/29/15	3 Days	0004

FY16 schedule to be determined.

### Myers-Briggs Type Indicator, An Introduction

Course Code RP260

**Schedule:** Half-day; scheduled between 8:00 a.m. to 5:00 p.m.  
FY15/16 schedule to be determined.

### Myers-Briggs Type Indicator and Temperaments

Course Code RP360

**Schedule:** One day; 8:00 a.m. to 5:00 p.m.  
FY15/16 schedule to be determined.

### Post Management Officer Tradecraft

Course Code PA335

**Schedule:** Four days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/20/14	10/24/14	4 Days	0001

FY16 schedule to be determined.

## Negotiation

### International Negotiations, Advanced

Course Code PP515 ①

**Schedule:** Four days; 9:00 a.m. to 4:15 p.m.  
*At Shultz Center*

Begin	End	Length	Section
03/09/15	03/12/15	4 Days	0001
07/13/15	07/16/15	4 Days	0002

FY16 schedule to be determined.

### International Negotiation: Art and Skills

Course Code PP501

**Schedule:** Five days; 9:00 a.m. to 4:15 p.m.  
*At Shultz Center*

Begin	End	Length	Section
11/17/14	11/21/14	5 Days	0001
12/01/14	12/05/14	5 Days	0002
01/05/15	01/09/15	5 Days	0003
02/09/15	02/13/15	5 Days	0004
03/23/15	03/27/15	5 Days	0005
04/13/15	04/17/15	5 Days	0006
04/27/15	05/01/15	5 Days	0007
05/11/15	05/15/15	5 Days	0008
06/01/15	06/05/15	5 Days	0009
06/22/15	06/26/15	5 Days	0010
07/27/15	07/31/15	5 Days	0011
08/17/15	08/21/15	5 Days	0012
09/14/15	09/18/15	5 Days	0013

FY16 schedule to be determined.

## Office Management

### Civil Service Office Support Essentials

Course Code PK104 ②

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
05/11/15	05/22/15	2 Weeks	0001
08/17/15	08/28/15	2 Weeks	0002

FY16 schedule to be determined.

### Civil Service Office Support Professional Program

Course Code PK206 ②

**Schedule:** Nineteen days over 14 weeks; 8:45 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
01/26/15	05/06/15	19 Days	0001*
08/31/15	12/16/15	19 Days	0002*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Contact Database User Training

Course Code PK247

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.

*At Managua, Nicaragua*

Begin	End	Length	Section
10/07/14	10/09/14	3 Days	0001

FY16 schedule to be determined.

### Files and Records Management

Course Code PK207

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
02/06/15	02/06/15	1 Day	0001
07/17/15	07/17/15	1 Day	0002

FY16 schedule to be determined.

### Foreign Service Office Management Specialist Training for Entering Personnel

Course Code PK102

**Schedule:** Three weeks; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
02/17/15	03/06/15	3 Weeks	0001*
04/13/15	05/01/15	3 Weeks	0002
08/03/15	08/21/15	3 Weeks	0003

FY16

Begin	End	Length	Section
10/13/15	10/30/15	3 Weeks	0001*

Additional FY16 schedule to be determined.  
\*Classes are not held on federal holidays.

### Office Management Specialists Training Symposium

Course Code PK332

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.



## Office Support Essentials for Locally Employed Staff

Course Code PK335 ⓘ

**Schedule:** Four days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## OMS Front Office Skills

Course Code PK340 ⓘ

**Schedule:** Four days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
01/26/15	01/29/15	4 Days	0001
07/07/15	07/10/15	4 Days	0002
08/31/15	09/03/15	4 Days	0003

FY16 schedule to be determined.

## Pathways to Success Using Myers-Briggs Type Indicator

Course Code PK111

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
06/22/15	06/24/15	3 Days	0001
07/27/15	07/29/15	3 Days	0002

FY16 schedule to be determined.

## Project Management, Problem Solving and Negotiation Skills for OMSs

Course Code PK330

**Schedule:** Two weeks; 8:45 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
08/03/15	08/14/15	2 Weeks	0001

FY16 schedule to be determined.

## Protocol Assistants Workshop

Course Code PA267 ⓘ

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
01/05/15	01/09/15	5 Days	0001
05/04/15	05/08/15	5 Days	0002
09/14/15	09/18/15	5 Days	0003

FY16 schedule to be determined.

## Orientation

### Ambassadorial Seminar Orientation for Non-Career Appointees

Course Code PT140 ⓘ

**Schedule:** Two days; 8:30 a.m. to 5:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
03/05/15	03/06/15	2 Days	0001
05/28/15	05/29/15	2 Days	0002
08/20/15	08/21/15	2 Days	0003

FY16 schedule to be determined.

### Information Resource Officer Orientation

Course Code PY221

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Limited Non-Career Appointment Orientation

Course Code PNI51

**Schedule:** Four days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

### Orientation for Civil Service Employees

Course Code PNI27

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001
11/17/14	11/21/14	5 Days	0002
12/08/14	12/12/14	5 Days	0003
01/12/15	01/16/15	5 Days	0004
02/09/15	02/13/15	5 Days	0005
03/16/15	03/20/15	5 Days	0006
04/06/15	04/10/15	5 Days	0007
05/11/15	05/15/15	5 Days	0008
06/15/15	06/19/15	5 Days	0009
07/27/15	07/31/15	5 Days	0010
08/24/15	08/28/15	5 Days	0011
09/21/15	09/25/15	5 Days	0012

FY16 schedule to be determined.

### Orientation for Consular Adjudicators

Course Code PNI50

**Schedule:** Eight days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Orientation for Foreign Service Officers

Course Code PG101

**Schedule:** Six weeks; 9:00 a.m. to 4:30 p.m.  
*At Shultz Center*

Begin	End	Length	Section
01/12/15	02/20/15	6 Weeks	0001*
03/09/15	04/17/15	6 Weeks	0002
05/04/15	06/12/15	6 Weeks	0003*
07/13/15	08/21/15	6 Weeks	0004
09/08/15	10/16/15	6 Weeks	0005*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Orientation for Foreign Service Specialist

Course Code PNI06

**Schedule:** Three weeks; 8:15 a.m. to 5:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
01/26/15	02/13/15	3 Weeks	0001
03/23/15	04/10/15	3 Weeks	0002
07/13/15	07/31/15	3 Weeks	0003
09/21/15	10/09/15	3 Weeks	0004

FY16 schedule to be determined.

## Orientation for Non-Career Domestic Appointees

Course Code PT141

**Schedule:** One day; 8:30 a.m. to 5:00 p.m.  
*At Shultz Center*

Begin	End	Length	Section
11/17/14	11/17/14	1 Day	0001

FY16 schedule to be determined.

## Orientation Presidential Management Fellows

Course Code PNI20

**Schedule:** Four days; 9:00 a.m. to 4:30 p.m.  
FY15/16 schedule to be determined.

## Orientation to State Overseas

Course Code MQ119

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Spouse/Partner Orientation

Course Code MQ120

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Course Schedules

Orientation – Overseas Living – Political Training

### Washington Tradecraft

Course Code PT203

**Schedule:** Four days; 9:00 a.m. to 4:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/28/14	10/31/14	4 Days	0001
11/18/14	11/21/14	4 Days	0002
12/16/14	12/19/14	4 Days	0003
02/24/15	02/27/15	4 Days	0004
04/28/15	05/01/15	4 Days	0005
07/07/15	07/10/15	4 Days	0006
08/11/15	08/14/15	4 Days	0007
09/29/15	10/02/15	4 Days	0008

FY16 schedule to be determined.

### Working in the Department Seminar

Course Code PN205

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

## Overseas Living

### Professional Development for CLO Coordinators

Course Code PD545 ①

**Schedule:** Five days; 8:30 a.m. to 5:00 p.m.

FY15/16 schedule to be determined.

## Political Training

### Arms Control and Nonproliferation

Course Code PP203 ②

**Schedule:** Five days; 9:00 a.m. to 4:15 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/03/14	11/07/14	5 Days	0001
06/08/15	06/12/15	5 Days	0002

FY16 schedule to be determined.

### Congressional Relations

Course Code PP204

**Schedule:** Three days; 9:00 a.m. to 4:15 p.m.

*At Shultz Center*

Begin	End	Length	Section
04/22/15	04/24/15	3 Days	0001
09/09/15	09/11/15	3 Days	0002

FY16 schedule to be determined.

### Foreign Policy Advisors

#### Orientation Course

Course Code PP221 ②

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.

*At Main State*

Begin	End	Length	Section
07/15/15	07/17/15	3 Days	0001

FY16 schedule to be determined.

### Foundations of International Law

Course Code PP324

**Schedule:** Three days; 8:30 a.m. to 4:45 p.m.

*At Shultz Center*

Begin	End	Length	Section
05/13/15	05/15/15	3 Days	0001

FY16 schedule to be determined.

### Intelligence and Foreign Policy

Course Code PP212 ②

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
12/03/14	12/05/14	3 Days	0001
04/08/15	04/10/15	3 Days	0002

FY16 schedule to be determined.

### Legislative Affairs Orientation

Course Code PP219

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

*At Main State*

Begin	End	Length	Section
08/24/15	08/25/15	2 Days	0001

FY16 schedule to be determined.

### Managing Foreign Assistance Awards Overseas

Course Code PP223

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
02/23/15	02/25/15	3 Days	0001
06/24/15	06/26/15	3 Days	0002

FY16 schedule to be determined.

### Partnership in Development and Diplomacy

Course Code PE267 ①

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
12/15/14	12/19/14	5 Days	0001

04/06/15	04/10/15	5 Days	0002
06/08/15	06/12/15	5 Days	0003
07/20/15	07/24/15	5 Days	0004

FY16 schedule to be determined.

### Political/Economic Counselor Seminar

Course Code PE300 ②

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
06/08/15	06/12/15	5 Days	0001
08/10/15	08/14/15	5 Days	0002

FY16 schedule to be determined.

### Political/Economic Tradecraft

Course Code PG140

**Schedule:** Three weeks; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/27/14	11/14/14	3 Weeks	0001*
01/05/15	01/23/15	3 Weeks	0002*
02/02/15	02/20/15	3 Weeks	0003*
03/09/15	03/27/15	3 Weeks	0004
04/06/15	04/24/15	3 Weeks	0005
05/04/15	05/22/15	3 Weeks	0006
06/01/15	06/19/15	3 Weeks	0007
06/29/15	07/17/15	3 Weeks	0008*
08/03/15	08/21/15	3 Weeks	0009
09/08/15	09/25/15	3 Weeks	0010*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Political and Economic Training for LE Staff, Overseas

Course Code PP317

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

FY15/16 schedule to be determined.

### Political-Military Affairs

Course Code PP505

**Schedule:** Five days; 9:00 a.m. to 4:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
01/05/15	01/09/15	5 Days	0001
06/01/15	06/05/15	5 Days	0002
09/14/15	09/18/15	5 Days	0003

FY16 schedule to be determined.



## Political Training for Foreign Service Nationals

Course Code PP217 **N**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
03/09/15	03/20/15	2 Weeks	0001

FY16 schedule to be determined.

## Political Training for Foreign Service Nationals/Locally Employed Staff, Advanced

Course Code PP224 **N**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
04/27/15	05/01/15	1 Week	0001

FY16 schedule to be determined.

## Population, Refugee and Migration Monitoring and Evaluation of Humanitarian Assistance

Course Code PP528 **R**

**Schedule:** Fourteen two-and-a-half hour sessions will be offered. PRM Bureau will advise enrollees of session schedules. Students are required to attend four core sessions and are encouraged to take advantage of electives. FY15/16 schedule to be determined.

## Population, Refugee and Migration Officers Monitoring and Evaluation Workshop

Course Code PP518 **R**

**Schedule:** Five days; 8:30 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
08/10/15	08/14/15	5 Days	0001

FY16 schedule to be determined.

## Population, Refugee and Migration Officers Orientation Workshop

Course Code PP516

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
08/03/15	08/07/15	5 Days	0001

FY16 schedule to be determined.

## Promoting Gender Equality to Advance Foreign Policy

Course Code PP226

**Schedule:** Three days; 8:30 a.m. to 4:30 p.m.  
At Shultz Center

Begin	End	Length	Section
10/22/14	10/24/14	3 Days	0001
05/27/15	05/29/15	3 Days	0002
09/02/15	09/04/15	3 Days	0003

FY16 schedule to be determined.

## Program Planning and Assessment

## Enhancing Training with Learning Technology

Course Code PD520

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
11/24/14	11/26/14	3 Days	0001
03/04/15	03/06/15	3 Days	0002
06/24/15	06/26/15	3 Days	0003
09/28/15	09/30/15	3 Days	0004

FY16 schedule to be determined.

## Training Evaluation Workshop

Course Code PD518

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
10/27/14	10/28/14	2 Days	0001
01/22/15	01/23/15	2 Days	0002
05/14/15	05/15/15	2 Days	0003
07/30/15	07/31/15	2 Days	0004

FY16 schedule to be determined.

## Public Diplomacy

## Advanced Cultural Diplomacy Seminar on

Course Code PY343 **P** **R**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
07/09/15	07/10/15	2 Days	0001

FY16 schedule to be determined.

## Advocacy Through the Media

Course Code PY142

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
12/01/14	12/05/14	5 Days	0001
07/06/15	07/10/15	5 Days	0002
08/10/15	08/14/15	5 Days	0003

FY16 schedule to be determined.

## Alumni Outreach Strategy Building Seminar

Course Code PY344

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Basic Principles of Video Technical and Visual Diplomacy Seminar

Course Code PY366

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Creating Digital Media for Public Diplomacy Outreach

Course Code PY368 **P**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## English Language Programs in Public Diplomacy

Course Code PY345

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Ethics in the Grants Environment

Course Code PY320

**Schedule:** One day; 8:30 a.m. to 4:30 p.m.  
FY15/16 schedule to be determined.

## Federal Grants Update

Course Code PY223

**Schedule:** Two days; 9:00 a.m. to 4:30 p.m.  
FY15/16 schedule to be determined.

## Course Schedules

### Public Diplomacy

#### Foundations of Public Diplomacy

Course Code PY100

**Schedule:** Two weeks; 9:00 a.m. to 4:30 p.m.  
At Shultz Center

Begin	End	Length	Section
10/06/14	10/17/14	2 Weeks	0001*
02/23/15	03/06/15	2 Weeks	0002
05/04/15	05/15/15	2 Weeks	0003
06/29/15	07/10/15	2 Weeks	0004*
08/03/15	08/14/15	2 Weeks	0005
09/08/15	09/18/15	2 Weeks	0006*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

#### Getting Started with Social Media

Course Code PY360 

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
01/26/15	01/27/15	2 Days	0002
05/04/15	05/05/15	2 Days	0003
06/08/15	06/09/15	2 Days	0004
08/03/15	08/04/15	2 Days	0005
09/29/15	09/30/15	2 Days	0001

FY16 schedule to be determined.

#### Grants and Cooperative Agreements, Introduction to

Course Code PY220

**Schedule:** Three days; 9:00 a.m. to 4:30 p.m.  
At Shultz Center

Begin	End	Length	Section
03/30/15	04/01/15	3 Days	0001
06/01/15	06/03/15	3 Days	0002
08/03/15	08/05/15	3 Days	0003
09/14/15	09/16/15	3 Days	0004

FY16 schedule to be determined.

#### Information Resource Center Workshop

Course Code PY351 

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

#### Managing Public Diplomacy Resources at Post


Course Code PY331 

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
11/12/14	11/14/14	3 Days	0001
05/13/15	05/15/15	3 Days	0002
07/29/15	07/31/15	3 Days	0003

FY16 schedule to be determined.

#### Managing the International Visitor Leadership Program and Post EVDB Web Application

Course Code PY342 

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

#### Marketing and Message Development Resources for Public Diplomacy

Course Code PY370 

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
09/14/15	09/18/15	5 Days	0001

FY16 schedule to be determined.

#### Monitoring Grants and Cooperative Agreements

Course Code PY222 

**Schedule:** Two days; 9:00 a.m. to 4:30 p.m.  
At Shultz Center

Begin	End	Length	Section
04/02/15	04/03/15	2 Days	0001
06/04/15	06/05/15	2 Days	0002
08/06/15	08/07/15	2 Days	0003
09/17/15	09/18/15	2 Days	0004

FY16 schedule to be determined.

#### New Trends in Public Diplomacy

Course Code PY230

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
07/15/15	07/17/15	3 Days	0001

FY16 schedule to be determined.

#### Public Diplomacy Desk Officers Tradecraft

Course Code PY137

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
11/13/14	11/14/14	2 Days	0001

FY16 schedule to be determined.

#### Public Diplomacy, Introduction to

Course Code PY153

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
11/19/14	11/21/14	3 Days	0001
01/14/15	01/16/15	3 Days	0002
04/29/15	05/01/15	3 Days	0003
06/29/15	07/01/15	3 Days	0004
09/09/15	09/11/15	3 Days	0005

FY16 schedule to be determined.

#### Public Diplomacy Tradecraft for Cultural Affairs Officers

Course Code PY140 

**Schedule:** Three weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
10/20/14	11/07/14	3 Weeks	0001
03/09/15	03/27/15	3 Weeks	0002
05/18/15	06/05/15	3 Weeks	0003*
07/13/15	07/31/15	3 Weeks	0004
08/17/15	09/04/15	3 Weeks	0005
09/21/15	10/09/15	3 Weeks	0006

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

#### Public Diplomacy Tradecraft for Information Officers

Course Code PY138 

**Schedule:** Three weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
10/20/14	11/07/14	3 Weeks	0001
03/30/15	04/17/15	3 Weeks	0002
05/18/15	06/05/15	3 Weeks	0003*
07/13/15	07/31/15	3 Weeks	0004
08/17/15	09/04/15	3 Weeks	0005
09/21/15	10/09/15	3 Weeks	0006

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

#### Public Diplomacy Tradecraft for Public Affairs Officers

Course Code PY122 

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
04/20/15	05/01/15	2 Weeks	0001
06/08/15	06/19/15	2 Weeks	0002
08/03/15	08/14/15	2 Weeks	0003
09/08/15	09/18/15	2 Weeks	0004*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

## Social Media Practitioners' Workshop

Course Code PY363 **N**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
01/28/15	01/30/15	3 Days	0001
05/06/15	05/08/15	3 Days	0002
06/10/15	06/12/15	3 Days	0003
08/05/15	08/07/15	3 Days	0004

FY16 schedule to be determined.

## Social Media Strategy Practicum

Course Code PY364 **N**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

06/15/15	06/17/15	3 Days	0001
09/09/15	09/11/15	3 Days	0002

FY16 schedule to be determined.

## Strategic Planning Workshop for Public Diplomacy

Course Code PY219

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
11/03/14	11/07/14	5 Days	0001
03/23/15	03/27/15	5 Days	0002

FY16 schedule to be determined.

## Visual Diplomacy: Photo and Video

Course Code PY362 **N** **R**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Working with the Domestic Media

Course Code PY136

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Workshop on Cultural, Educational and Exchange Programs for Public Diplomacy

Course Code PY341 **N** **R**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Workshop on Information Resource Centers and American Corners

Course Code PY352 **N** **R**

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Workshop on Media and Information Programs

Course Code PY321 **N** **R**

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.  
FY15/16 schedule to be determined.

## Locally Employed Staff Public Diplomacy Training

## Advanced Seminar for Public Diplomacy LE Staff

Course Code PY205 **N** **P** **R**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
10/27/14	11/07/14	2 Weeks	0001
09/28/15	10/09/15	2 Weeks	0002

FY16 schedule to be determined.

## Educational and Cultural Seminar for Public Diplomacy LE Staff

Course Code PY204 **N** **P** **R**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
01/26/15	02/06/15	2 Weeks	0001

FY16 schedule to be determined.

## Information and Media Seminar for Public Diplomacy LE Staff

Course Code PY207 **N** **P** **R**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
03/23/15	04/03/15	2 Weeks	0001

FY16 schedule to be determined.

## Information Resource Centers Seminar for Public Diplomacy LE Staff

Course Code PY206 **N** **P**

**Schedule:** Two weeks; 9:00 a.m. to 4:00 p.m.  
At Shultz Center

Begin	End	Length	Section
06/08/15	06/19/15	2 Weeks	0001

FY16 schedule to be determined.

## Reconstruction, Stabilization and Conflict Transformation

## Afghanistan Familiarization

Course Code RS415

**Schedule:** Five days; 8:15 am to 4:45 pm  
At Shultz Center

Begin	End	Length	Section
10/27/14	10/31/14	1 Week	0001
11/17/14	11/21/14	1 Week	0002
12/08/14	12/12/14	1 Week	0003
01/12/15	01/16/15	1 Week	0004
02/02/15	02/06/15	1 Week	0005
02/23/15	02/27/15	1 Week	0006
03/16/15	03/20/15	1 Week	0007
04/06/15	04/10/15	1 Week	0008
04/27/15	05/01/15	1 Week	0009
05/18/15	05/22/15	1 Week	0010
06/08/15	06/12/15	1 Week	0011
06/22/15	06/26/15	1 Week	0012
07/13/15	07/17/15	1 Week	0013
07/27/15	07/31/15	1 Week	0014
08/10/15	08/14/15	1 Week	0015
08/31/15	09/04/15	1 Week	0016
09/21/15	09/25/15	1 Week	0017

FY16 schedule to be determined.

## Cable and Memo Writing

Course Code RS521 **R**

**Schedule:** Two days; 8:30 a.m. to 4:30 p.m.  
At Shultz Center

Begin	End	Length	Section
12/03/14	12/04/14	2 Days	0001
03/11/15	03/12/15	2 Days	0002
05/13/15	05/14/15	2 Days	0003
07/21/15	07/22/15	2 Days	0004
09/29/15	09/30/15	2 Days	0005

FY16 schedule to be determined.

## Course Schedules

Reconstruction, Stabilization and Conflict Transformation – Retirement – Safety

### Civilian Security Tradecraft Course

Course Code RS600

**Schedule:** Three days; 8:15 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/03/14	11/05/14	3 Days	0001
05/06/15	05/08/15	3 Days	0002
07/08/15	07/10/15	3 Days	0003
09/16/15	09/18/15	3 Days	0004

FY16 schedule to be determined.

### Diplomacy at High Threat Posts

Course Code RS251

**Schedule:** Four days; 8:30 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
12/15/14	12/18/14	4 Days	0018
05/04/15	05/07/15	4 Days	0019
05/26/15	05/29/15	4 Days	0020
06/15/15	06/18/15	4 Days	0021
06/29/15	07/02/15	4 Days	0022
07/20/15	07/23/15	4 Days	0023
08/03/15	08/06/15	4 Days	0024
08/17/15	08/20/15	4 Days	0025
09/08/15	09/11/15	4 Days	0026

FY16 schedule to be determined.

### Iraq Familiarization

Course Code FT610

**Schedule:** Five days; 8:15 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/27/14	10/31/14	5 Days	0001
11/17/14	11/21/14	5 Days	0002
12/08/14	12/12/14	5 Days	0003
01/12/15	01/16/15	5 Days	0004
02/02/15	02/06/15	5 Days	0005
02/23/15	02/27/15	5 Days	0006
03/16/15	03/20/15	5 Days	0007
04/06/15	04/10/15	5 Days	0008
04/27/15	05/01/15	5 Days	0009
05/18/15	05/22/15	5 Days	0010
06/08/15	06/12/15	5 Days	0011
06/22/15	06/26/15	5 Days	0012
07/13/15	07/17/15	5 Days	0013
07/27/15	07/31/15	5 Days	0014
08/10/15	08/14/15	5 Days	0015
08/31/15	09/04/15	5 Days	0016
09/21/15	09/25/15	5 Days	0017

FY16 schedule to be determined.

### Pakistan Familiarization

Course Code RS417

**Schedule:** Five days; 8:15 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
05/11/15	05/15/15	5 Days	0001
06/01/15	06/05/15	5 Days	0002
07/06/15	07/10/15	5 Days	0003
08/24/15	08/28/15	5 Days	0004
09/14/15	09/18/15	5 Days	0005

FY16 schedule to be determined.

## Retirement

### Annuities, Benefits and Social Security Workshop

Course Code RV104 **D**

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
12/02/14	12/02/14	1 Day	0001
02/25/15	02/25/15	1 Day	0002
04/07/15	04/07/15	1 Day	0003
06/23/15	06/23/15	1 Day	0004
07/28/15	07/28/15	1 Day	0005
09/29/15	09/29/15	1 Day	0006

FY16 schedule to be determined.

### Financial Management and Estate Planning Workshop

Course Code RV103 **D**

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/01/14	10/01/14	1 Day	0001
12/03/14	12/03/14	1 Day	0002
02/26/15	02/26/15	1 Day	0003
04/08/15	04/08/15	1 Day	0004
06/24/15	06/24/15	1 Day	0005
07/29/15	07/29/15	1 Day	0006
09/30/15	09/30/15	1 Day	0007

FY16 schedule to be determined.

### Job Search Program

Course Code RV102 **P**

**Schedule:** The Shultz Center, Arlington, Virginia, 9:00 a.m. to 4:00 p.m. First day start time is 8:00 a.m. Length of the program varies from one to two months depending on employee's classification and agency. All participants attend the one-month workshop. The remainder of time is spent in individual transition/job search activities.

At Shultz Center

Begin	End	Length	Section
10/06/14	11/28/14	8 Weeks	0001*

03/02/15 04/24/15 8 Weeks 0002  
08/03/15 09/25/15 8 Weeks 0003\*  
FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Mid-Career Retirement Planning Seminar

Course Code RV105 **D**

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/12/14	11/13/14	2 Days	0001
01/13/15	01/14/15	2 Days	0002
05/05/15	05/06/15	2 Days	0003
06/10/15	06/11/15	2 Days	0004

FY16 schedule to be determined.

### Retirement Planning Seminar

Course Code RV101 **D**

**Schedule:** Four days; check-in begins each day at 8:15 a.m.

– Day One: 8:45 a.m. to 4:00 p.m.

– Day Two: 9:00 a.m. to 5:00 p.m.

– Days Three and Four: 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
12/01/14	12/04/14	4 Days	0001
02/24/15	02/27/15	4 Days	0002
04/06/15	04/09/15	4 Days	0003
06/22/15	06/25/15	4 Days	0004
07/27/15	07/30/15	4 Days	0005
09/28/15	10/01/15	4 Days	0006

FY16 schedule to be determined.

## Safety

### Basic Emergency Medical Trauma Training

Course Code PT530

**Schedule:** One day; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/08/14	10/08/14	1 Day	0001
10/22/14	10/22/14	1 Day	0002
11/05/14	11/05/14	1 Day	0003
11/19/14	11/19/14	1 Day	0004
12/10/14	12/10/14	1 Day	0005
12/17/14	12/17/14	1 Day	0006
01/14/15	01/14/15	1 Day	0007
01/28/15	01/28/15	1 Day	0008
02/11/15	02/11/15	1 Day	0009
02/25/15	02/25/15	1 Day	0010
03/11/15	03/11/15	1 Day	0011
03/25/15	03/25/15	1 Day	0012
04/08/15	04/08/15	1 Day	0013
04/29/15	04/29/15	1 Day	0014



05/06/15	05/06/15	1 Day	0015
05/20/15	05/20/15	1 Day	0016
06/03/15	06/03/15	1 Day	0017
06/17/15	06/17/15	1 Day	0018
06/24/15	06/24/15	1 Day	0019
07/15/15	07/15/15	1 Day	0020
07/22/15	07/22/15	1 Day	0021
07/29/15	07/29/15	1 Day	0022
08/05/15	08/05/15	1 Day	0023
08/12/15	08/12/15	1 Day	0024
09/02/15	09/02/15	1 Day	0025
09/16/15	09/16/15	1 Day	0026
FY16 schedule to be determined.			

## Security

### Security Overseas Seminar

Course Code MQ911

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/06/14	10/07/14	2 Days	0001
10/20/14	10/21/14	2 Days	0002
11/03/14	11/04/14	2 Days	0003
11/17/14	11/18/14	2 Days	0004
12/08/14	12/09/14	2 Days	0005
01/12/15	01/13/15	2 Days	0007
01/26/15	01/27/15	2 Days	0008
02/09/15	02/10/15	2 Days	0009
02/23/15	02/24/15	2 Days	0010
03/09/15	03/10/15	2 Days	0011
03/23/15	03/24/15	2 Days	0012
04/13/15	04/14/15	2 Days	0014
04/27/15	04/28/15	2 Days	0015
05/04/15	05/05/15	2 Days	0016
05/18/15	05/19/15	2 Days	0017
06/01/15	06/02/15	2 Days	0018
06/15/15	06/16/15	2 Days	0019
06/22/15	06/23/15	2 Days	0020
07/13/15	07/14/15	2 Days	0021
07/20/15	07/21/15	2 Days	0022
07/27/15	07/28/15	2 Days	0023
08/03/15	08/04/15	2 Days	0024
08/10/15	08/11/15	2 Days	0025
08/31/15	09/01/15	2 Days	0026
09/14/15	09/15/15	2 Days	0027

FY16 schedule to be determined.

## Training Skills

### Essential Skills for Facilitating Groups

Course Code PD547

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/20/14	11/21/14	2 Days	0001
02/05/15	02/06/15	2 Days	0002

05/14/15 05/15/15 2 Days 0003  
FY16 schedule to be determined.

### Intact Work Group Training

Course Code PD525

**Schedule:** Training schedule is custom-designed for office or work groups and can be arranged for one- to several-days duration. FY15/16 schedule to be determined.

### Putting Adult Learning into Practice

Course Code PD537

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
01/09/15	01/09/15	1 Day	0001

FY16 schedule to be determined.

### Staff Development Training

Course Code PD526

**Schedule:** Training schedule is custom-designed for office or work groups and can be arranged for one- to several-days duration. FY15/16 schedule to be determined.

### Training and Presentation Skills

Course Code PD513

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/06/14	10/08/14	3 Days	0001
12/03/14	12/05/14	3 Days	0002
02/11/15	02/13/15	3 Days	0003
03/18/15	03/20/15	3 Days	0004
04/22/15	04/24/15	3 Days	0005
06/24/15	06/26/15	3 Days	0006
07/22/15	07/24/15	3 Days	0007
09/23/15	09/25/15	3 Days	0008

FY16 schedule to be determined.

### Training Design Practicum, Advanced

Course Code PD509 ⓘ

**Schedule:** One-and-a-half days.  
– Day One: 9:00 a.m. to 4:00 p.m.  
– Day Two: 9:00 a.m. to noon.  
FY15/16 schedule to be determined.

### Training Design Workshop

Course Code PD512 ⓘ

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/12/14	11/14/14	3 Days	0001
04/15/15	04/17/15	3 Days	0002

FY16 schedule to be determined.

### Training Skills Practicum, Advanced

Course Code PD552 ⓘ

**Schedule:** One day; 9:00 a.m. to 4:00 p.m. FY15/16 schedule to be determined.

### Training Tradecraft

Course Code PD505

**Schedule:** Five days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/20/14	10/24/14	5 Days	0001
11/03/14	11/07/14	5 Days	0002
12/08/14	12/12/14	5 Days	0003
02/23/15	02/27/15	5 Days	0004
04/06/15	04/10/15	5 Days	0005
05/04/15	05/08/15	5 Days	0006
07/13/15	07/17/15	5 Days	0007
08/10/15	08/14/15	5 Days	0008
09/14/15	09/18/15	5 Days	0009

FY16 schedule to be determined.

## Transitions

### Foundation Courses

### Communicating Across Cultures

Course Code MQ802

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
12/05/14	12/05/14	1 Day	0001
03/26/15	03/26/15	1 Day	0002
06/26/15	06/26/15	1 Day	0003
09/17/15	09/17/15	1 Day	0004

FY16 schedule to be determined.

### Employment Tools for Foreign Service Life

Course Code MQ704

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/21/14	10/21/14	1 Day	0001
02/10/15	02/10/15	1 Day	0002
04/28/15	04/28/15	1 Day	0003
07/16/15	07/16/15	1 Day	0004

FY16 schedule to be determined.

## Course Schedules

Transitions – Transition Workshops and Presentations

### Explaining America

Course Code MQ115

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/13/14	11/13/14	1 Day	0001
02/19/15	02/19/15	1 Day	0002
04/30/15	04/30/15	1 Day	0003
08/14/15	08/14/15	1 Day	0004

FY16 schedule to be determined.

### International Development and NGOs: Employment Options

Course Code MQ705

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/20/14	11/20/14	1 Day	0001
04/14/15	04/14/15	1 Day	0002

FY16 schedule to be determined.

### Overseas Employment, Basics for

Course Code MQ703

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
01/29/15	01/29/15	1 Day	0001
04/02/15	04/02/15	1 Day	0002
06/18/15	06/18/15	1 Day	0003
09/15/15	09/15/15	1 Day	0004

FY16 schedule to be determined.

### Portable Careers: Employment Options

Course Code MQ706

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/04/14	11/04/14	1 Day	0001
03/10/15	03/10/15	1 Day	0002
05/14/15	05/14/15	1 Day	0003
08/06/15	08/06/15	1 Day	0004

FY16 schedule to be determined.

### Post Community and Country Research

Course Code MQ899

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/01/14	09/30/15	1 Day	0001*

FY16 schedule to be determined.

\*Classes are not held on federal holidays.

### Protocol and U.S. Representation Abroad

Course Code MQ116 **W**

**Schedule:** One day; 9:00 a.m. to 4:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/25/14	10/25/14	1 Day	0001
11/15/14	11/15/14	1 Day	0002
01/10/15	01/10/15	1 Day	0003
02/21/15	02/21/15	1 Day	0004
03/28/15	03/28/15	1 Day	0005
04/18/15	04/18/15	1 Day	0006
05/16/15	05/16/15	1 Day	0007
06/20/15	06/20/15	1 Day	0008
07/11/15	07/11/15	1 Day	0009
09/19/15	09/19/15	1 Day	0010

FY16 schedule to be determined.

### Realities of Foreign Service Life

Course Code MQ803

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
12/16/14	12/16/14	1 Day	0001
03/10/15	03/10/15	1 Day	0002
07/23/15	07/23/15	1 Day	0003
09/29/15	09/29/15	1 Day	0004

FY16 schedule to be determined.

### Resilience Strategies for Success Overseas

Course Code MQ502

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/30/14	10/30/14	1 Day	0001
05/21/15	05/21/15	1 Day	0002
08/12/15	08/12/15	1 Day	0003

FY16 schedule to be determined.

## Personal Planning Courses

### Regulations Allowances and Finances in the Foreign Service Context

Course Code MQ104

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
12/11/14	12/12/14	2 Days	0001
03/05/15	03/06/15	2 Days	0002
06/11/15	06/12/15	2 Days	0003
09/10/15	09/11/15	2 Days	0004

FY16 schedule to be determined.

## Transition Workshops and Presentations

### Life Skills Training–Select Communities

### DCM/Principal Officer Spouse, The Role of the

Course Code MQ110

**Schedule:** Three days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
05/11/15	05/13/15	3 Days	0001
06/15/15	06/17/15	3 Days	0002
07/27/15	07/29/15	3 Days	0003

FY16 schedule to be determined.

### Encouraging Resilience in the Foreign Service Child

Course Code MQ500 **B**

**Schedule:** Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/22/14	10/22/14	2½ Hours	0001
05/06/15	05/06/15	2½ Hours	0002

FY16 schedule to be determined.

### Lesbian, Gay, Bisexual and Transgender in Foreign Service

Course Code MQ130 **B**

**Schedule:** Three hours; 5:30 p.m. to 8:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
06/03/15	06/03/15	3 Hours	0001

FY16 schedule to be determined.

### Maintaining Long Distance Relationships

Course Code MQ801 **B**

**Schedule:** Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/08/14	10/08/14	2½ Hours	0001
06/17/15	06/17/15	2½ Hours	0002

FY16 schedule to be determined.



### Raising Bilingual Children

Course Code MQ851 **E**

**Schedule:** Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
05/04/15	05/04/15	2½ Hours	0001
09/23/15	09/23/15	2½ Hours	0002

FY16 schedule to be determined.

### Singles in the Foreign Service

Course Code MQ203 **E**

**Schedule:** Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
11/19/14	11/19/14	2½ Hours	0001
05/13/15	05/13/15	2½ Hours	0002

FY16 schedule to be determined.

### Special Education Needs Overseas Seminar

Course Code MQ118

**Schedule:** One day; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
04/10/15	04/10/15	1 Day	0001
09/22/15	09/22/15	1 Day	0002

FY16 schedule to be determined.

### Transition to Washington for Foreign-Born Spouses

Course Code MQ302 **W**

**Schedule:** Three hours; 9:00 a.m. to 12:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
10/04/14	10/04/14	3 Hours	0001

FY16 schedule to be determined.

### Traveling with Pets

Course Code MQ855 **E**

**Schedule:** Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
04/08/15	04/08/15	2½ Hours	0001

FY16 schedule to be determined.

### Young Diplomats Overseas Preparedness

Course Code MQ250

**Schedule:** Two days; 9:00 a.m. to 4:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
06/22/15	06/23/15	2 Days	0001
07/13/15	07/14/15	2 Days	0002
07/20/15	07/21/15	2 Days	0003
07/27/15	07/28/15	2 Days	0004
08/03/15	08/04/15	2 Days	0005
08/10/15	08/11/15	2 Days	0006

FY16 schedule to be determined.

### Going Overseas Series

#### Going Overseas For Families

Course Code MQ210 **W**

**Schedule:** Three hours; 9:00 a.m. to 12:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
03/14/15	03/14/15	3 Hours	0001
05/30/15	05/30/15	3 Hours	0002

FY16 schedule to be determined.

#### Going Overseas for Singles and Couples Without Children

Course Code MQ200 **W**

**Schedule:** Three hours; 9:00 a.m. to 12:00 p.m.

*At Shultz Center*

Begin	End	Length	Section
03/14/15	03/14/15	3 Hours	0001
05/30/15	05/30/15	3 Hours	0002

FY16 schedule to be determined.

#### Going Overseas - Logistics For Adults

Course Code MQ220 **E W**

**Schedule:** Two-and-a-half hours; Wednesday 6:00 p.m. to 8:30 p.m.; Saturday 1:00 p.m. to 3:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
02/04/15	02/04/15	2½ Hours	0001
03/14/15	03/14/15	2½ Hours	0002
05/30/15	05/30/15	2½ Hours	0003

FY16 schedule to be determined.

### Going Overseas - Logistics For Children

Course Code MQ230 **W**

**Schedule:** Two-and-a-half hours; 1:00 p.m. to 3:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
03/14/15	03/14/15	2½ Hours	0001
05/30/15	05/30/15	2½ Hours	0002

FY16 schedule to be determined.

### Personal Planning Workshops

#### Legal Considerations in the Foreign Service

Course Code MQ854 **E**

**Schedule:** Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
05/20/15	05/20/15	2½ Hours	0001

FY16 schedule to be determined.

#### Managing Rental Property Overseas

Course Code MQ853 **E**

**Schedule:** Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
01/14/15	01/14/15	2½ Hours	0001

FY16 schedule to be determined.

#### Personal Finances and Investments for Foreign Affairs Personnel

Course Code MQ852 **E**

**Schedule:** Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
12/10/14	12/10/14	2½ Hours	0001
04/22/15	04/22/15	2½ Hours	0002

FY16 schedule to be determined.

#### Tax Seminar

Course Code MQ117 **E**

**Schedule:** Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

*At Shultz Center*

Begin	End	Length	Section
02/11/15	02/11/15	2½ Hours	0001

FY16 schedule to be determined.

## Tuition Rates for FY2015

Course Title	Tuition
3.7x Satellite System Operations and Maintenance, YW431	\$1,630
7 Habits for Highly Effective People, RP298	\$90
7 Habits of Highly Effective People, PT216	\$2,040
Accounting for Consular Fees: Training for the ACO, PC417	\$55
Accounting I, GFS11	No Charge
Accounting II, GFS12	No Charge
Accounting, PA220	\$875
Active Defense: An Executive's Guide to Information Assurance, PS830	\$55
Administrative Training for Public Diplomacy Foreign Service Nationals, PY332	\$1,635
Adobe Connect-Managing Webinar Meeting Rooms, PS356	\$1,345
Advanced Cashiering, GFS42	No Charge
Advanced Citizenship Fraud Prevention Course, PC547	\$470
Advanced Consular Course, PC532	\$940
Advanced Consular Namechecking and Identity Recognition Techniques Overview, PC126A	\$95
Advanced Crisis Management Military Exercise, PD535	No Charge
Advanced Facility Management Tradecraft, PA527	\$1,745
Advanced Financial Management, PA219	\$1,745
Advanced General Services Operations, PA228	\$1,745
Advanced Human Resource Management Workshop, PA234	\$1,745
Advanced International Negotiations, PP515	\$1,060
Advanced Leadership Skills, PT210	\$1,065
Advanced Management Workshop, PA238	\$875
Advanced Political Training for Foreign Service Nationals, PP224	\$1,325
Advanced Seminar for Public Diplomacy LE Staff, PY205	\$3,270
Advanced Training Design Practicum, PD509	\$1,245
Advanced Training Skills Practicum, PD552	\$830
Advanced Transportation Workshop for LE Staff, PA256	\$875
Advanced Voucher Examination, GFS22	No Charge
Advanced Windows Server 2008, YW457	\$4,890
Advocacy through the Media, PY142	\$1,635
Afghanistan Familiarization, RS415	\$1,160
Alumni Outreach Strategy Building Seminar, PY344	\$1,635
Ambassadorial Seminar Orientation for Non-Career Appointees, PT140	\$215
Ambassadorial Seminar, PT120	No Charge
American Human Resource Management, PA235	\$2,270
Annual Counterintelligence Awareness Training for Cleared Americans, EX250	\$55
Annual Counterintelligence Awareness Training for LE Staff, EX251	\$55
Annual Ethics Training, PA454	\$55
Annuities, Benefits and Social Security Workshop, RV104	\$210 DL \$55
Arms Control and Nonproliferation, PP203	\$1,325
ASOS: Advanced Security Overseas Seminar, MQ912	\$55

Course Title	Tuition
Assisting Victims of Crime, Overview, PC124A	\$280
Automated Systems for Consular Managers, PC116	\$470
Automotive Technical Training - Basic, PA257	\$875
Avaya (Nortel) Meridian 61C/11C (CS1000M), YW497	\$3,260
Avaya CallPilot System Administration, YW496	\$1,630
Basic Consular Course, PC530	\$3,950
Basic EEO Counselor Training, PT171	\$1,065
Basic Emergency and Evacuation Radio Skills, YW280	\$55
Basic Emergency Medical Trauma Training, PT530	\$375
Basic Global Employment System Processing, PA190	\$525
Basic Human Resources, PA331	\$875
Basic Knowledge Center Reporting Tool (Person and Position Universe), PA193	\$175
Basic Leadership Skills, PK245	\$2,555
Basic Overseas Cashiering, GFS41	No Charge
Basic Principles of Video Technical and Visual Diplomacy Seminar, PY366	\$1,635
Basic Telephone, YW142	\$1,630
Basic Voucher Examination, GFS21	No Charge
Basics for Overseas Employment, MQ703	\$210
Basics of Financial Management Overseas, PA210	\$3,490
<b>Course of Study</b>	
Basics of Financial Management Overseas, PA210	
Principles of Appropriation Law, PA215	
Working with ICASS, PA214	
Budgeting for Supervisors, PA218	
Basics of International Trade, PE224	\$55
Better Office English: Oral, PK226	\$1,395
Biotechnology and Global Challenges: Trade, Food Security, Energy, and Climate Change, PE150	\$435
Bloodborne Pathogens for Health Unit Staff, EX300	\$55
Budget Techniques, GFS31	No Charge
Budgeting for Supervisors, PA218	\$875
Building Automation Systems, PA522	\$1,745
Bureau/Mission Offsites, PT130	1 day \$215 2 days \$425 3 days \$640
Cable and Memo Writing, RS521	\$465
CallPilot Installation and Maintenance, YW495	\$980
Career Builders: Communication Skills, PK209	\$560
Change Management, RP285	\$10
CISSP Review Seminar, YW762	\$3,260
Civil Service Mentoring Workshop, PT132	\$215
Civil Service Office Support Essentials, PK104	\$2,790
Civil Service Office Support Professional Program, PK206	\$5,300
Civil Service Orientation, PN127	\$625
Civil Service Performance Management and Evaluation, PA495	\$55
Civilian Response Corps Pre-Deployment -DRC, RS530	\$465

## Tuition Rates for FY2015

Course Title	Tuition
Civilian Security Tradecraft Course, RS600	\$695
Classified and Sensitive But Unclassified Information: Identifying and Marking, PK323	\$55
Classified Equipment Lifecycle Management, YW320	\$650
Coaching and Collaboration, RP272	\$10 DL \$55
Collecting Consular Fees: Training for the Consular Cashier, PC419	\$55
Combating Trafficking in Persons, PC406	\$55
Commercial and Digital Satellite Terminals, YW433	\$1,630
Commercial Tradecraft, PE125	\$725
Communicating Across Cultures, MQ802	\$210
Communicating with Congress: Briefing and Testifying, PT302	\$1,720
Communication Skills, RP273	\$10
COMSEC and CRYPTO, YW226	\$1,630
COMSEC Auditor Annual Mandatory Refresh Training, YW770	\$1,305
COMSEC Auditor Foundations, YW771	\$325
Conflict Management, RP274	\$10 DL \$55
Congressional Relations, PP204	\$795
Consular Adjudicator Orientation, PN150	\$1,125
Consular Agents' Workshop, PC107	\$470
Consular Country Coordinators MCCA Workshop, PC555	\$190
Consular Fees: Training for the Consular Agent, PC418	\$55
Consular Fundamentals for Mid-Level Officers, PC546	\$940
Consular Interviewing, PC543	\$190
Consular Leadership Development Course, PC108	\$470
Consular Management Basics, PC533	\$95
Consular Management Controls, PC400	\$55
Consular Management Tools and Techniques, PC548	\$190
Consular Namechecking for Passport Adjudicators, PC126B	\$95
Consular Section Chief Basics, PC550	\$940
Consular Task Force Basics, PC120	\$55
Consular Training for Principal Officers, PC145	\$95
Contact Database User Training, PK247	\$835
Contract Administration Workshop, PA252	\$875
Contracting Officer's Representative (COR), PA178	\$875
Contracting Officer's Representative and Government Technical Monitor Training, PA398	\$175
Creating Digital Media for Public Diplomacy Outreach, PY368	\$1,635
Crisis Leadership, PT303	\$750
Crisis Management Special Events Exercise, PD556	\$190 DL \$55
Crisis Management Special Events Overview, PD555	\$95 DL \$55
Cross-Cultural Values, RP275	\$10 DL \$55

Course Title	Tuition
Crucial Conversations, PT150	\$1,530
CS1000 Database Admin Release 6.0 and up, YW490	\$3,260
CS1000 Release 7.5 Installation and Maintenance, YW491	\$1,630
Current Installation Practices, YW203	\$8,145
Customer Service, RP276	\$10 DL \$55
Customer-Focused Performance, RP249	\$45
Customized Applications Training (Three Day), PS324	\$1,345
Customized Applications Training (Two Hour), PS323	\$110
Customized MS Office Applications, PS322	\$225
Cyber Security Awareness, PS800	No Charge
Department of State Applied Systems, YW279	\$4,890
Department of State: History, Authorities, and the Interagency Process, PN435	\$55
Deputy Chiefs of Mission/Principal Officers Seminar, PT102	\$3,190
Design Fundamentals for Web-Based Courses with FSI, EX400	\$55
Detecting Fraudulent Documents, PC544	\$55
Detecting Impostors, PC128	\$55
Development in Diplomacy and Foreign Policy, PE426	\$55
Diplomacy at High Threat Posts, RS251	\$930
Diplomatic History of the United States, PG135	\$625
Disability and Reasonable Accommodations, PA447	\$55
Domestic Emergency Management, PD538	No Charge
Domestic Facility Emergency Management, PD549	\$55
Domestic Management Officers Seminar, PA160	\$1,745
DS Contracting Officer's Representative, PA578	\$875
DS Law Enforcement Ethics Review, DS401	\$55
Duplexer Tuning and Installation, YW346	\$980
E2 Solutions Traveler, PK197	\$55
E2 Solutions: Online Booking Engine, PA199	\$55
E2 Solutions: System Administrator, PA195	\$55
E2 Solutions: Travel Approver, PA198	\$55
E2 Solutions: Travel Arranger, PK196	\$55
eAllowances: Per Diem, PA461	\$55
eAllowances: Retail Price Schedule, PA462	\$55
Economics Practicum, PE450	\$145
eCountry Clearance: Approver, PA472	\$55
eCountry Clearance: Post Administrator, PA473	\$55
eCountry Clearance: Requester, PA471	\$55
Educational and Cultural Seminar for Public Diplomacy LE Staff, PY204	\$3,270
EEO Counselor Training Refresher, PT173	\$215
EEO/Diversity Awareness for Managers and Supervisors, PT107	\$425
Effective Speaking and Listening Skills, PK240	\$835
Electrical Power Generation for Facility Managers, PA524	\$875
Elevator Maintenance Management, PA535	\$350

## Tuition Rates for FY2015

Course Title	Tuition
Emergency Action Committee, PD543	\$55
Employee Association Board Training, PA494	\$55
Employee Relations Seminar, PK246	\$1,020
Employment Tools for Foreign Service Life, MQ704	\$210
Encouraging Resilience in the Foreign Service Child, MQ500	No Charge
Energy: Power Generation, PE137	\$725
English Language Programs in Public Diplomacy, PY345	\$980
Enhancing Training with Learning Technology, PD520	\$1,660
Enterprise Satellite Service, YW439	\$1,630
Environment, Science, Technology and Health for Foreign Service Nationals, PE221	\$1,450
Environment, Science, Technology and Health Tradecraft, PE305	\$1,450
ePerformance for Civil Service, PA449	\$55
ePerformance for Foreign Service, PA448	\$55
Essential Skills for Facilitating Groups, PD547	\$1,660
Essentials of Overseas Management, PA313	\$875
Ethics Financial Disclosure Initial Reviewer Training, PA456	\$55
Ethics in the Grants Environment, PY320	\$325
Ethics Orientation for New Employees, PA451	No Charge
Ethics Orientation for New Locally Employed Staff, PA453	\$55
Ethics Orientation for New Special Government Employees, PA452	No Charge
EUR-IO HR American Programs Training, PA330	\$700
Eurasia: Russia, ASEUR3002	\$1,395
Eurasia: The Caucasus, ASEUR3001	\$1,395
Eurasia: Ukraine and Belarus, ASEUR3003	\$1,395
Europe: Regional Introduction, ASEUR4001	\$1,395
Examining U.S. Passports, PC545	\$55
Explaining America, MQ115	\$210
Facility Manager Tradecraft, PA521	
<b>Course of Study</b> Building Automation Systems, PA522 HVAC Fundamentals for Facility Managers, PA523 Electrical Power Generation for Facility Managers, PA524 Overseas Facilities Management, PA525 Web.PASS Work Order for Windows, PA438 ProjNet SM Facilitating Design and Construction Communication, PA526 OBO Security Classification Guide Training, PA489	\$6,110
FASTNet Core Operations and Maintenance, YW303	\$1,630 DL \$55
FASTNet Operations and Troubleshooting, YW307	\$1,630
FASTNet Post Operation and Maintenance, YW302	\$55
FASTNet Provisioning Bootcamp, YW305	\$3,260
Federal Grants Update, PY223	\$655
Federal Information Risk Assessment, YW610	\$1,630
Files and Records Management, PK207	\$280 DL \$55
Financial Management and Estate Planning Workshop, RV103	\$210 DL \$55

Course Title	Tuition
Financial Management Overseas, PA211	
<b>Course of Study</b> Financial Management Overseas, PA211 Principles of Appropriation Law, PA215 Vouchering and Certification, PA216 Budgeting for Supervisors, PA218 Supervising a Cashier, PA217 Working with ICASS, PA214 Accounting, PA220	\$6,995
Financial Systems Workshop for Systems Administrators, GFS71	No Charge
Foreign Assistance Program Monitoring and Evaluation, PP425	\$55
Foreign Policy Advisors Orientation Course, PP221	\$795
Foreign Service Economic Studies, PE350	\$18,880
Foreign Service National Economic Training, PE220	\$1,450
Foreign Service National Leadership, RP401	\$110 DL \$55
Foreign Service National Supervisory Skills, RP248	\$75
Foreign Service Office Management Specialist Training for Entering Personnel, PK102	\$4,185
Foreign Service Performance Management and Evaluation, PA497	\$55
Foreign Service Retirement Tradecraft, PA333	\$1,220
Foundations of International Law, PP324	\$795
Foundations of Public Diplomacy, PY100	\$4,905
Fraud Prevention for Consular Managers, PC541	\$470
Fraud Prevention Workshop for Foreign Service Nationals, PC542	\$470
FSN Commercial Acquisitions, PA247	\$875
FSN Communication Skills, RP373	\$45
FSN Supervisory and Management Skills - Beyond the Basics, RP259	\$110
Fulbright Program Planning, PY442	\$55
Fundamentals of Contractor-Held Property, PA478	\$55
Fundamentals of Supervision, PT230	\$2,555
General Services Officer Logistics and Supply Chain Management Training, PA395	\$875
General Services Operations, PA221	
<b>Course of Study</b> GSO - Acquisitions, PA221ACQ Purchase Card Self-Certification Training, PA297 GSO - Real Estate, PA221RE LMO: Supply Chain, PA221LMOA LMO: Travel and Motorpool, PA221LMOB Travel Policy and Procedures at Post, PA244 eCountry Clearance: Requester, PA471 eCountry Clearance: Approver, PA472 eCountry Clearance: Post Administrator, PA473 Introduction to Safety, Health and Environment, PA485 Motor Pool Management Overseas, PA419	\$7,370
Getting Started with Social Media, PY360	\$655
GFMS New User Charleston Extended, PA351	\$1,395
Global Finance Management System New User Basic, PA350	\$875

## Tuition Rates for FY2015

Course Title	Tuition
Global Health Diplomacy, PE152	\$435
Going Overseas - Logistics For Adults, MQ220	No Charge
Going Overseas - Logistics For Children, MQ230	No Charge
Going Overseas For Families, MQ210	No Charge
Going Overseas for Singles and Couples Without Children, MQ200	No Charge
GSO - Acquisitions, PA221ACQ	\$3,490
GSO - Logistics Management Overseas, PA221LMO	\$1,745
GSO - Real Estate, PA221RE	\$1,745
GSO-Make Ready Process Refresher, PA740	\$55
GSO-Warehouse Management Refresher, PA741	\$55
High Stress Assignment Outbriefing Program - Special Session, MQ951	\$290
High Stress Assignment Outbriefing Program, MQ950	\$115
Housing Workshop for LE Staff, PA265	\$875
How to Be a Certifying Officer, PA291	\$55
How to be a Contracting Officer's Representative, PA296	\$55
Human Resource Management Overseas, PA230	\$5,235
Human Trafficking Awareness Training, PP460	\$55
HVAC Fundamentals for Facility Managers, PA523	\$875
ICASS Basics for Overseas Posts, GFS33	No Charge
ICASS Basics, PA345	\$350
ICASS Executive Seminar, PA245	\$175
ILMS AM Basic Property RecordKeeping Refresher (Domestic), PA381	\$175
ILMS AM Property Reconciliation Process Refresher Training (Domestic), PA380	\$175
ILMS Ariba User Advocate Training, PA393	\$875
ILMS Asset Management Basic Property Record Keeping (Overseas), PA366	\$55
ILMS Asset Management Basic Property Recordkeeping Domestic, PA364	\$55
ILMS Asset Management Excess Property Custodial Officer Training (Domestic), PA352	\$65
ILMS Asset Management Property Reconciliation Process (Domestic), PA363	\$55
ILMS Asset Management Property Reconciliation Process (Overseas), PA365	\$55
ILMS Domestic Ariba Advanced User Training, PA383	\$85
ILMS Domestic Ariba: Approver Training, PA361	\$85
ILMS Domestic Ariba: Budget and Fiscal, PA374	\$55
ILMS Domestic Ariba: Purchase Card Training, PA378	\$110
ILMS Domestic Ariba: Requester, PA375	\$175
ILMS Domestic Unclassified DPM, PA390	\$55
ILMS Overseas Advanced Ariba Training, PA396	\$700
ILMS Overseas Ariba Accountant, PA391	\$55
ILMS Overseas Ariba Approver Training, PA377	\$55
ILMS Overseas Ariba Basics Training, PA397	\$875
ILMS Overseas Ariba Contracts Training, PA394	\$525

Course Title	Tuition
ILMS Overseas Ariba Contracts: Procurement Agent, PA384	\$55
ILMS Overseas Ariba Management, PA387	\$55
ILMS Overseas Ariba Non-Serviced Agency Training, PA369	\$55
ILMS Overseas Ariba Procurement, PA392	\$55
ILMS Overseas Ariba Purchase Card Holder Training, PA370	\$55
ILMS Overseas Ariba Requester Training, PA376	\$55
ILMS Overseas Ariba Voucher Examiner Training, PA371	\$55
ILMS Overseas Ariba Watcher Training, PA372	\$55
ILMS Overseas Asset Management and Expendables User Advocate Training, PA385	\$875
ILMS Overseas Asset Management Basics Training, PA356	\$700
ILMS Overseas Classified DPM, PA389	\$55
ILMS Overseas FMIS User Advocate Training, PA353	\$525
ILMS Overseas Management User Advocate Training, PA354	\$525
ILMS Overseas Unclassified Diplomatic Pouch and Mail, PA388	\$55
Immigrant Visa Petitions and Revocation Guidance, PC402	\$55
Immigrant Visas, PC537	\$565
Immigration Law and Visa Operations, PC102	\$55
Influence by Design, PT224	\$425
Information and Media Seminar for Public Diplomacy LE Staff, PY207	\$3,270
Information Program Center Operations and Fundamentals, YW231	\$1,630
Information Resource Center Seminar for Public Diplomacy LE Staff, PY206	\$3,270
Information Resource Center Workshop, PY351	\$980
Information Resource Officer Orientation, PY221	No Charge
Information Resources Management Tradecraft, YW387	\$4,890
Information Sharing Environment, EX200	\$55
INL Contract Administration, Procurement Policies and Procedures, PP422	\$55
INL Financial Management, PP421	\$55
INL Orientation Workshop, PP218	\$1,325
INL Program and Project Management I, PP420	\$55
Intact Work Group Training, PD525	\$830
Intellectual Property Rights, PE138	\$290
Intellectual Property Rights: Copyright and Related Rights, PE339	\$55
Intellectual Property Rights: Core Course, PE338	\$55
Intellectual Property Rights: Geographic Indications, PE341	\$55
Intellectual Property Rights: Industrial Designs, PE344	\$55
Intellectual Property Rights: Patents and Undisclosed Information, PE342	\$55
Intellectual Property Rights: Trademarks, PE343	\$55
Intellectual Property Rights: Traditional Knowledge and Expressions, PE340	\$55
Intelligence and Foreign Policy, PP212	\$795
Interagency Policy Seminar: Counterterrorism, PT325	No Charge



## Tuition Rates for FY2015

Course Title	Tuition
Interagency Policy Seminar: Partnerships for Smart Diplomacy, PT327	\$1,720
Intermediate Human Resources for LE Staff, PA338	\$875
Intermediate Leadership Skills, PT207	\$2,555
Intermediate National Training Program, PC563	\$470
International Development and NGOs: Employment Options, MQ705	\$210
International Negotiation: Art and Skills, PP501	\$1,325
International Terrorism: Understanding the Threat and Formulating a Response, PP521	\$795
International Transportation Policy, PE330	\$435
Internet/Telecom Policy, PE131	\$290
Introduction to Bilateral Investment Treaties, PE460	\$55
Introduction to Commercial Tradecraft, PE424	\$55
Introduction to Data Networks, YW600	DL \$55
Introduction to Diplomatic Telecommunications Service Satellite Communications, YW435	\$1,630 DL \$55
Introduction to Evacuation Management System, PA487	\$55
Introduction to Grants and Cooperative Agreements, PY220	\$980 DL \$55
Introduction to IRM for New Employees, PS380	\$2,240
Introduction to Post Duty Officer Responsibilities, PA404	\$55
Introduction to Public Diplomacy, PY153	\$980
Introduction to Safety, Health and Environment, PA485	\$55
Introduction to Supply Chain Management, PA360	\$55
Introduction to Telephone Security, YW141	DL \$55
Introduction to the Community Liaison Office Responsibilities, PA490	\$55
Introduction to the Fulbright Program, PY441	\$55
Introduction to VoIP, YW145	\$1,630
Introduction to Working in an Embassy, PN113	\$55
INVEST: Leahy Vetting at Post, PP410	\$55
INVEST: Leahy Vetting in Washington, PP411	\$55
Iraq Familiarization, FT610	\$780
IRM Tradecraft for the Information Technology Manager, YW319	\$3,260
IT Business Case Part I, YW420	\$325
IT Business Case Part II, YW421	\$325
IT Contingency Planning, YW463	\$55
IT Disaster Recovery and Contingency Planning, YW263	\$1,630
Job Search Program, RV102	\$4,210
Labor Officer Skills, PL103	\$2,650
Language Testing	
Board of Examiners Test	No Charge
Digital Video Conference Test (Read)	\$560
Digital Video Conference Test (Speak)	\$455
Digital Video Conference Test (Speak/Read)	\$1,005
Fascell Fellowship Screening	No Charge

Course Title	Tuition
Field Read Test	\$560
Field Speak Test	\$455
Field Test (Speak/Read)	\$1,005
Interim Test	\$600
Modern Language Aptitude Test	\$75
Telephone Speak Test	\$410
Telephone Test (Speak/Read)	\$900
Threshold Read Test	\$180
Threshold Speak Test	\$180
Threshold Test (Speak/Read)	\$610
Walk-in Read Test	\$500
Walk-in Speak Test	\$410
Walk-in Test (Speak/Read)	\$900
Language Training	
Advanced ("Beyond-Three"), L__101	\$1,525 per wk Group \$990 per wk
DS Agent, L__441	\$270 per wk
Express I (Part 1), L__420	\$270 per wk
Express I (Part 2), L__421	\$270 per wk
Express II (Part 1), L__422	\$270 per wk
Express II (Part 2), L__423	\$270 per wk
Express II (Part 3), L__424	\$270 per wk
FAST, L__200	\$1,525 per wk Group \$990 per wk
Field School DL Program, L__951	\$6,975 per wk
Field School, L__950	Call for quote
French Online Speaking, LFR455	\$54
FSI Online Language Resource Library, SR041	\$55
German Comprehensive Online, LGM405	\$58
Intensive Language Conversion Course, L__111	\$1,525 per wk Group \$990 per wk
Intermediate (Part 1), L__425	\$270 per wk
Intermediate (Part 2), L__426	\$270 per wk
Introductory Language I (Part 1), L__410	\$270 per wk
Introductory Language I (Part 2), L__411	\$270 per wk
Introductory Language II (Part 1), L__412	\$270 per wk
Introductory Language II (Part 2), L__413	\$270 per wk
Language Conversion (Part 1), L__460	\$270 per wk
Language Conversion (Part 2), L__461	\$270 per wk
Language for Consular Tradecraft, L__440	\$270 per wk
Language Testing at Post, PLP400	\$55
Language Training for Tradecraft, L__210	\$1,525 per wk Group \$980 per wk

## Tuition Rates for FY2015

Course Title	Tuition
Language Training for Tradecraft, L__210	\$1,525 per wk Group \$990 per wk
Language, Early Morning, L__300	\$3,885
Language, Full-Time Basic, L__100	\$1,525 per wk Group \$990 per wk
Listening Comprehension, L__430	\$290 per wk
Multimedia Language, L__920	\$75 per wk
Out and About, L__510	\$170
Out and About, L__510	\$55
Part-Time Language, L__700	\$305 per hour Group \$198 per hour
Part-Time Language, L__700	\$95 per hour
People to People I, L__445	\$270 per wk
People to People II, L__446	\$270 per wk
Post Language Officer Course, PLP100	\$55
Post Language Teacher Orientation, PLP200	\$55
Reading Maintenance I, L__401	\$290 per wk
Reading Maintenance II, L__402	\$290 per wk
Refresher, L__201	\$1,525 per wk Group \$990 per wk
Rosetta Stone Online Language Library, SR042	No Charge
Tutorial, L__800	\$305 per hour Group \$198 per hour
LE Staff Compensation, PA341	\$525
LE Staff Human Resource Management, PA236	\$1,745
LE Staff Position Management and Classification, PA232	\$1,745
Leadership Fundamentals, RP277	\$20
Leading A Diverse Workforce, PT218	\$215
Leading Organizations through Change, PT308	\$860
Legal Considerations in the Foreign Service, MQ854	No Charge
Legislative Affairs Orientation, PP219	\$530
Lesbian, Gay, Bisexual and Transgender in Foreign Service, MQ130	No Charge
Limited Non-Career Appointment Orientation, PN151	\$500
LMO: Supply Chain, PA221LMOA	\$875
LMO: Travel and Motorpool, PA221LMOB	\$875
Local Emergency and Evacuation Network - UHF/VHF, YW268	\$1,630
Locally Employed Staff Performance Management and Evaluation, PA496	\$55
Locally Employed Staff Recruitment Workshop, PA336	\$525
Low Cost Satellite Terminal Operations and Maintenance, YW432	\$1,630
Maintaining Long Distance Relationships, MQ801	No Charge
Manage to Motivate, PT135	\$425

Course Title	Tuition
Management Controls, PA164	\$55
Management Oversight of Construction Safety and Occupational Health Programs, PA585	\$700
Managerial Problem Solving and Decision-Making, PT134	\$425
Managing Cashier Operations Overseas, GFS43	No Charge
Managing Change, PT206	\$510
Managing Customer Service, RP123	\$20 DL \$55
Managing Foreign Assistance Awards Overseas, PP223	\$795
Managing Projects at State, PA680	\$940
Managing Projects at State-OBO Companion Course, PA682	\$565
Managing Public Diplomacy Resources at Post, PY331	\$980
Managing Public Diplomacy Resources, PY422	\$55
Managing Rental Property Overseas, MQ853	No Charge
Managing the International Visitor Leadership Program at Post, PY424	\$55
Managing the IVLP and Post EVDB Web Application, PY342	\$1,635
Managing U.S. Fulbright Student and Scholar Programs at Post, PY444	\$55
Managing Up, RP278	\$10 DL \$55
Managing Up: Linking Support and Supervision, PK305	\$280 DL \$55
Managing Up: Working Effectively with Your Manager, PT252	\$1,020
Managing Visiting Fulbright Student and Scholar Programs at Post, PY443	\$55
Managing Your Time Effectively, PT227	\$510
Mango for Department of State LE Staff, SR043	\$55
Marketing and Message Development Resources for Public Diplomacy, PY370	\$1,635
MClass for Approvers, PA327	\$350
Measuring Performance, PA240	\$55
Media Monitoring and Reporting, PY432	\$55
MEPI Coordinator, Administrator and Project Officer Training, PP350	\$795
Meridian Voice Mail, YW499	\$1,630
Merit Based Compensation, PA339	\$610
Microsoft Exchange Essentials, YW430	\$1,630
Microsoft Exchange Server 2010, YW429	\$3,260
Mid-Career Retirement Planning Seminar, RV105	\$420 DL \$55
Middle East Partnership Initiative Project Officer, PP450	\$55
Mission Classification Online Tutorial, PA446	\$55
Mission Press Office, PY431	\$55
Mission Support Planning (DAU DL Contracting Course), EX100	\$55
Monitoring Grants and Cooperative Agreements, PY222	\$655 DL \$55
Motivation, RP279	\$10
Motor Pool Management Overseas, PA419	\$55

## Tuition Rates for FY2015

Course Title	Tuition
Motor Pool Training, PA264	\$875
MS Access 2010-Level I, PS771	\$895
MS Access 2010-Microsoft Office Specialist, PS773	\$2,240
MS ELearning Program, MSELEARN	No Charge
MS Excel 2010-Level I, PS774	\$895
MS Excel 2010-Level II, PS775	\$895
MS Excel 2010-Microsoft Office Specialist, PS776	\$2,240
MS Office 2010 Week, PS789	\$2,240
MS Office 2010: Advanced Excel-Mentored, PS784	\$555
MS Office 2010: Advanced Outlook-Mentored, PS785	\$555
MS Office 2010: Advanced PowerPoint-Mentored, PS786	\$555
MS Office 2010: Advanced Word-Mentored, PS787	\$555
MS Office 2010: Beginning Excel-Mentored, PS780	\$555
MS Office 2010: Beginning Outlook-Mentored, PS781	\$555
MS Office 2010: Beginning PowerPoint-Mentored, PS782	\$555
MS Office 2010: Beginning Word-Mentored, PS783	\$555
MS Outlook 2010, PS788	\$895
MS Outlook 2010-Microsoft Office Specialist, PS792	\$2,240
MS PowerPoint 2010-Level I, PS777	\$895
MS PowerPoint 2010-Microsoft Office Specialist, PS779	\$2,240
MS Project 2010-Introduction, PS793	\$1,345
MS Publisher 2010, PS790	\$895
MS SharePoint 2010-Business Process Automation, PS797	\$1,345
MS SharePoint 2010-Business Users, PS795	\$450
MS SharePoint 2010-Site Owners, PS796	\$1,345
MS Visio 2010-Business Process Diagramming, PS798	\$895
MS Windows 7/Internet Explorer 8, PS791	\$450
MS Word 2010-Advanced, PS794	\$895
Multilateral Diplomacy, PP211	\$795
Myers-Briggs Type Indicator, an Introduction, RP260	\$10
Myers-Briggs Type Indicator and Temperaments, RP360	\$20
National Security Executive Leadership Seminar, PT330	No Charge
Nationality Law/Consular Procedures, PC103	\$55
Near East and North Africa: North Africa, ASNEA5003	\$1,395
Near East and North Africa: The Arabian Peninsula, ASNEA5001	\$1,395
Near East and North Africa: The Fertile Crescent, ASNEA5002	\$1,395
New Approaches to Addressing Corruption, PE160	\$290
New Trends in Public Diplomacy, PY230	\$980
No FEAR Act Training, PT401	\$55
Nonimmigrant Visa Petitions and Revocation Guidance, PC401	\$55
Nonimmigrant Visas, PC538	\$1,130
Nortel Business Communication Manager, YW297	\$3,260
Northeast Asia: China, ASEAP2002	\$1,395
Northeast Asia: Japan, ASEAP2003	\$1,395

Course Title	Tuition
Northeast Asia: Korea, ASEAP2004	\$1,395
OBO Asbestos Inspector & Environmental Training, PA530	\$875
OBO Construction, Facility and Security Management Training, PA531	\$875
OBO HAZMAT Training, PA488	\$875
OBO Security Classification Guide Training, PA489	\$55
Office Management Specialists Training Symposium, PK332	\$1,395
Office Support Essentials for Locally Employed Staff, PK335	\$1,115
OMS Front Office Skills, PK340	\$1,115
Onyx Operations and Troubleshooting, YW308	\$1,630
Operations Center Task Force, PD440	\$55
Orientation for Foreign Service Officers, PG101	\$3,750
Orientation for Foreign Service Specialist, PN106	\$1,875
Orientation for Locally Employed Staff, PN410	\$55
Orientation For Non-Career Domestic Appointees, PT141	\$215
Orientation to Overseas Consular and Duty Officer Responsibilities, PC105	\$280
Orientation to Passport Adjudication for Non-Specialists, PC560	\$470
Orientation to State Overseas, MQ119	\$210
Outreach Diplomacy: Engaging the World, PY141	\$980
Overcoming Boundaries: Working Effectively Across Office and Agency Lines, PT307	\$860
Overseas Citizen Service Issues for Mid-Level ConOfs, PC558	\$470
Overseas Citizens Services, PC104	\$55
Overseas Contracting Officer Update Training, PA340	\$175
Overseas Crisis Management Exercise, PD533	No Charge DL No Charge
Overseas Crisis Management Overview, PD534	\$95 DL No Charge
Overseas Facilities Management, PA525	\$2,620
Overseas Management Tradecraft, PA243	\$2,620
Overseas Payroll and Allowances, GFS54	No Charge
Overseas Political and Economic Training for LE Staff, PP317	\$1,325
Overseas Supervisory Workshop, PT240	\$1,065
Overview of Federal Assistance Financial Management, PA367	\$55
Overview of Foreign Service Retirement System for HR, PA332	\$175
Pakistan Familiarization Course, RS417	\$1,160
Partnership in Development and Diplomacy, PE267	\$1,160
Passport and Nationality for Domestic Adjudicators, PC536B	\$375
Passport and Nationality, PC536	\$565
Passport Customer Service Manager's Workshop, PC565	\$45
Passport Data Security Awareness, PC441	\$55
Passport Management Essentials, PC564	\$375
Passport Services' National Training Program, PC562	\$940
Pathways to Success Using MBTI, PK111	\$835

## Tuition Rates for FY2015

Course Title	Tuition
Personal Finances and Investments for Foreign Affairs Personnel, MQ852	No Charge
Personal Identity Verification Module 2, PS820	\$55
Personal Protective Equipment, PA486	\$55
Petroleum and Gas Industry, PE127	\$580
Policy Priorities in Multilateral Diplomacy: The Prevention of Genocide and Mass Atrocities, PP230	\$265
Political Training for Foreign Service Nationals, PP217	\$2,650
Political-Military Affairs, PP505	\$1,325
Political/Economic Counselor Seminar, PE300	\$725
Political/Economic Tradecraft, PG140	\$2,180
Population, Refugee and Migration Officers Monitoring and Evaluation Workshop, PP518	\$1,325
Population, Refugee and Migration Officers Orientation Workshop, PP516	\$1,325
Portable Careers: Employment Options, MQ706	\$210
Position Management in Global Employment Management System, PA192	\$175
Post Allowance: Retail Price Collecting, PA463	\$55
Post Community and Country Research, MQ899	\$210
Post Management Officer Tradecraft, PA335	\$700
Potentially Fraudulent Birth Documents, PC561	\$470
Pre-Deployment Preparation for High Stress Assignments, MQ940	No Charge
Preparing for an International Organization Meeting, PP430	\$55
Presenting Effectively to the Media, PT301	\$980
Preservation of U.S. Heritage Assets, PA479	\$55
Principles of Appropriation Law, PA215	\$700
PRM Monitoring and Evaluation of Humanitarian Assistance, PP528	\$330
Processing Security Advisory Opinions, PC440	\$55
Professional Development for Community Liaison Officers (Regional), PD545	\$4,150
Professional Tradecraft for HR/CDA Staff, PA239	\$875
Project Management, Problem Solving and Negotiation Skills for OMSs, PK330	\$2,790
ProjNet SM Facilitating Design and Construction Communication, PA526	\$55
Promoting Gender Equality to Advance Foreign Policy, PP226	\$795
Promoting Human Rights and Democracy, PP530	\$1,325
Property Management and ILMs AM Training, PA562	\$875
Property Management and Warehousing Workshop, PA563	\$875
Protecting Personally Identifiable Information, PA459	\$55
Protocol and U.S. Representation Abroad, MQ116	\$210
Protocol Assistants Workshop, PA267	\$1,395
Public Diplomacy Desk Officer Tradecraft, PY137	\$655
Public Diplomacy Tradecraft for Cultural Affairs Officers, PY140	\$6,535
Public Diplomacy Tradecraft for Information Officers, PY138	\$6,535

Course Title	Tuition
Public Diplomacy Tradecraft for Public Affairs Officers, PY122	\$2,370
Public-Private Partnerships, PP440	\$55
Purchase Card Advanced, PA288	\$350
Purchase Card Basics, PA287	\$525
Purchase Card Designated Billing Official Training, PA300	\$55
Purchase Card Program Coordinator Training, PA299	\$55
Purchase Card Self-Certification Training, PA297	\$55
Putting Adult Learning into Practice, PD537	\$830
Quality Coordinator Training, PA157	\$875
Raising Bilingual Children, MQ851	No Charge
Reading and Understanding Fiscal Data, GFS10	\$55
Real Property Management, PA420	\$55
Realities of Foreign Service Life, MQ803	\$210
Regional Consular Officers Workshop, PC114	\$470
Regional Emergency and Evacuation Network - HF, YW345	\$1,630
Regional Intact Work Group Training, PD625	\$830
Regional Workshop for Senior Consular Foreign Service Nationals, PC106	\$470
Regulations Allowances and Finances in the Foreign Service Context, MQ104	\$420
Religion and Foreign Policy, PP225	\$1,060
Resilience Strategies for Success Overseas, MQ502	\$210
Retirement Planning Seminar, RV101	\$1,255 DL \$55
RFMS/Momentum for Certifying Officers, GFS14	No Charge
Roundtables, AR321	No Charge
Satellite Communication Terminals SC-3 and SC-7 Retrofit Operations and Maintenance, YW438	\$1,305
Satellite Terminal Troubleshooting (SC9), YW437	\$1,630
SC-11 Operations and Maintenance, YW591	\$1,630
SC-11 Troubleshooting, YW592	\$1,630
SC-9 Satellite Terminal Operations, YW436	\$1,630
Security Overseas Seminar, MQ911	\$420
Security + , YW261	\$2,605 DL \$2,605
Seminar on Advanced Cultural Diplomacy, PY343	\$655
Senior Executive Threshold Seminar, PT133	\$2,125
Senior LE Staff Seminar, PA268	\$875
Servicing Serviced Agencies, GFS13	No Charge
SHEM Post Occupational Safety and Health Officers Training, PA586	\$875
Simplified Acquisition Procedures, PA229	\$55
Simulated Operations, YW286	\$3,260
Singles in the Foreign Service, MQ203	No Charge
SIPRNet in Department of State Environment, PS416	\$225
SkillSoft Environment, Safety and Health, SKILLSSESH	No Charge
SkillSoft General Library <sup>1</sup>	No Charge (DoS only)

## Tuition Rates for FY2015

Course Title	Tuition
SMART End-User Training, PS531	\$110 DL \$55
SMART Messaging: A Course for System Administrators, PS532	\$55
SMART Messaging: A Course for Users, PS530	\$55
SMART System Administrator: Messaging Operations, YW533	\$1,630
Social Media Practitioners' Workshop, PY363	\$980
Social Media Strategy Practicum, PY364	\$980
South and Central Asia: Central Asia, ASSCA6001	\$1,395
South and Central Asia: South Asia Sub-Continent, ASSCA6002	\$1,395
Southeast Asia: Mainland Southeast Asia (except Vietnam), ASEAP2005	\$1,395
Southeast Asia: Maritime Southeast Asia, ASEAP2006	\$1,395
Southeast Asia: Vietnam, ASEAP2007	\$1,395
Special Consular Services, PC535	\$660
Special Contracts Workshop, PA255P	\$875
Special Education Needs Seminar, MQ118	No Charge
Spouse/Partner Orientation, MQ120	\$210
Staff Development Training, PD526	\$830
Strategic Planning for Public Diplomacy, PY402	\$55
Strategic Planning Seminar for Public Diplomacy, PY209	\$1,635
Strategic Planning Workshop for Public Diplomacy, PY219	\$980
Sub Saharan Africa: Central Africa and Great Lakes, ASAF1002	\$1,395
Sub Saharan Africa: East Africa and the Horn, ASAF1001	\$1,395
Sub Saharan Africa: Southern Africa and Indian Ocean, ASAF1003	\$1,395
Sub Saharan Africa: West Africa, ASAF1004	\$1,395
Supervising a Cashier, PA217	\$875
Supporting CA Systems and Applications, PS310	\$2,240
Symposium for Supervisory Passport Specialists, PC566	\$470
Systems Administration in a Virtual Environment , YW458	\$3,260
TAGS and Terms, PK324	\$55
Tax Seminar, MQ117	No Charge
Team Building and Team Dynamics, RP382	\$45
Team Building, RP282	\$10
Terrorism Finance and Economic Sanctions, PE141	\$435
The Pacific Region: Australia, New Zealand and Pacific Island Nations, ASEAP2001	\$1,395
The Role of the DCM/Principal Officer Spouse, MQ110	No Charge
The Ultimate 360: Comprehensive Feedback Instruments for Senior Executives, PT306	\$510
Thematic Seminar for Public Diplomacy, PY312	\$1,635
Time and Attendance, GFS51	No Charge
Time Management, RP283	\$10 DL \$55
Trade Agreement Monitoring and Implementation, PE222	\$725

Course Title	Tuition
Trafficking in Persons Awareness for Diplomatic Security Personnel, EX275	\$55
Training and Presentation Skills, PD513	\$2,490
Training Design Workshop, PD512	\$2,490
Training Evaluation Workshop, PD518	\$1,660
Training Tradecraft, PD505	\$4,150
Transition to Washington for Foreign-Born Spouses, MQ302	No Charge
Transportation Workshop for LE Staff, PA250	\$875
Travel Policies and Procedures for Domestic Offices, PK195	\$55
Travel Policy and Procedures at Post, PA244	\$55
Travel Policy, GFS61	No Charge
Traveling with Pets, MQ855	No Charge
U.S. Global Investment Policy, PE266	\$290
U.S. Role in Multilateral Development Banks, PE264	\$290
Understanding International Cultural Heritage, PY440	\$55
Understanding the Interagency, PT331	\$4,305
Uniformed Services Employment and Reemployment Rights Act, EX500	\$55
USAID Mission Directors Seminar, PT192	\$2,555
Using Instant Author to Design Web Courses, EX401	\$55
VIP Visits: Basic Managing Hotels and Control Rooms, PA475	\$55
VIP Visits: Effective Transportation, Motorcade and Baggage Support, PA476	\$55
VIP Visits: Funding and Procurement, PA474	\$55
Visa Issues for Mid-Level Consular Officers, PC557	\$470
Visual Diplomacy: Engaging Audiences through Photos and Video, PY462	\$55
Visual Diplomacy: Photo and Video, PY362	\$1,635
Volunteer Recruiters Orientation, PD548	\$830
Voucher Examiner Course, PA480	\$55
Vouchering and Certification, PA216	\$875
Washington Energy Seminar, PE228	\$435
Washington Tradecraft, PT203	\$500
Web.ICASS, GFS32	No Charge
Web.PASS Expendable Supplies: Basic Recordkeeping, PA436	\$55
Web.PASS Expendable Supplies: Inventory Management and Reports, PA437	\$55
Web.PASS Post Personnel: American Track, PA432	\$55
Web.PASS Post Personnel: Local Track, PA431	\$55
Web.PASS Procurement: Accounting Department, PA423	\$55
Web.PASS Procurement: Basic Overview, PA421	\$55
Web.PASS Procurement: Contracting Officer, PA425	\$55
Web.PASS Procurement: Financial Management Officer, PA424	\$55
Web.PASS Procurement: Procurement Department, PA422	\$55
Web.PASS Procurement: Receiving Department, PA426	\$55



Course Title	Tuition
Web.PASS Procurement: Vouchering Department, PA427	\$55
Web.PASS Vehicle Registration and Maintenance, PA429	\$55
Web.PASS Visitor Management, PA428	\$55
Web.PASS Work Order for Windows, PA438	\$55
WebRABIT State Program and PD Budget Preparation Tool, PA368	\$55
Western Hemisphere: Andean Republics, ASWHA7001	\$1,395
Western Hemisphere: Brazil, ASWHA7002	\$1,395
Western Hemisphere: Caribbean, ASWHA7003	\$1,395
Western Hemisphere: Central America, ASWHA7004	\$1,395
Western Hemisphere: Haiti, ASWHA7005	\$1,395
Western Hemisphere: Mexico, ASWHA7006	\$1,395
Western Hemisphere: Southern Cone, ASWHA7007	\$1,395
Windows 7 Administration, YW426	\$1,630 DL \$1,630
Working in the Department Seminar, PN205	\$125
Working in the Department, PN204	\$250
Working with ICASS, PA214	\$700
Working with the Domestic Media, PY136	\$980
Workshop for American Citizen Services Foreign Service Nationals, PC122	\$470
Workshop for Immigrant Visa Foreign Service Nationals, PC123	\$470
Workshop for Non-Immigrant Visa Foreign Service Nationals, PC121	\$470
Workshop on Cultural, Educational and Exchange Programs for Public Diplomacy, PY341	\$980
Workshop on Information Resource Centers and American Corners, PY352	\$1,635
Workshop on Media and Information Programs, PY321	\$980
World Trade Organization History and Core Principles, PE223	\$55
Writing for the Media, PY433	\$55
Writing Skills I - Grammar Fundamentals, PK325	\$1,395
Writing Skills II - Intermediate Business Writing, PK326	\$1,395
Writing Skills III - Advanced Business Writing, PK327	\$560
Writing Specific Objectives, PD551	\$55
Young Diplomats Overseas Preparation, MQ250	No Charge

## LANGUAGE STUDIES – ADDITIONAL INFORMATION

- Agencies should formally enroll their students at least six weeks prior to the course start date.
- Language training is provided to Eligible Family Members only on a Space Available basis in existing classes. We advise you not to make “life-altering” changes until you are confirmed for training. Do not resign from your job, move to Washington, make child care arrangements, etc., until you have contacted the FSI Registrar to confirm that you have a space in a class and that you are formally enrolled in training. The FSI Office of the Registrar (phone: 703-302-6961) will have this information no earlier than 21 calendar days prior to the language training start date.

Course Title	Tuition
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- Because of limitations in facilities and staff, tutorials must be specially arranged with the School of Language Studies in advance of the desired start date. Use of Multimedia Lab is **not** included in tuition.
- Once classes have started, agencies will be billed for full weeks regardless of federal holidays.
- Agencies will not be billed for the vacation week.
- Forty-four-week courses may have a period when the instructional staff assess student progress and plan curriculum adjustments. During this period, students may engage in self-study, use the Multimedia Lab, take annual leave, or engage in other activities by arrangement with their agency. Some staff may be available for consultation by appointment. Certain 44-week courses have a special orientation during the break. Tuition will be charged during this period.
- If an Agency determines that the “end date” of language or training is to be different from the scheduled “end date,” five working days notice must be provided to FSI.
- Agencies will be billed for “no-shows.” FSI requires five days notice in writing indicating a student’s withdrawal.

## LANGUAGE TESTING – ADDITIONAL INFORMATION

- Employees of non-State agencies may arrange for proficiency and MLAT testing on a reimbursable basis.
- The cost of language proficiency tests is included in the tuition for **only** Basic and Beyond Three Advanced language training (L\_100/101), if the student receives at least 100 hours of training.
- The cost of language proficiency test is **not** included in the tuition for other language training, including tutorial, regardless of the number of training hours.
- “No-Shows” for scheduled language tests will be billed at the full test rate.

## A

Accounting 45  
 Accounting for Consular Fees: Training for the ACO 26  
 Accounting I 45  
 Accounting II 45  
 Acquisition, Contracting and Procurement Training 43  
 Active Defense: An Executive's Guide to Information Assurance 31  
 Adobe Connect - Managing Webinar Meeting Rooms 19  
 Advanced Cultural Diplomacy, Seminar on 53  
 Advanced Seminar for Public Diplomacy LE Staff 55  
 Advanced Training 39  
 Advocacy Through the Media 53  
 Afghanistan Familiarization 55  
 ALERT 37  
 Alumni Outreach Strategy Building Seminar 53  
 Ambassadorial Seminar 40  
 Ambassadorial Seminar Orientation for Non-Career Appointees 51  
 Annual Counterintelligence Awareness Training for Cleared Americans 31  
 Annual Counterintelligence Awareness Training for LE Staff 31  
 Annual Ethics Training 29  
 Annuities, Benefits and Social Security Workshop 31, 56  
 Arabic Express III 27  
 Arabic Express II Part 1 27  
 Arabic Express II Part 2 27  
 Arabic Express II Part 3 27  
 Arabic Express I Part 1 27  
 Arabic Express I Part 2 27  
 Arabic Reading Maintenance, Volume I 28  
 Area Studies  
     Africa Region  
         Sub Saharan Africa: Central Africa and Great Lakes 11  
         Sub Saharan Africa: East Africa and the Horn 11  
         Sub Saharan Africa: Southern Africa and Indian Ocean 11  
         Sub Saharan Africa: West Africa 11  
     Asia Region  
         Northeast Asia: China 11  
         Northeast Asia: Japan 11  
         Northeast Asia: Korea 11  
         Southeast Asia: Mainland Southeast Asia (except Vietnam) 11  
         Southeast Asia: Maritime Southeast Asia 11  
         Southeast Asia: Vietnam 12  
         The Pacific Region: Australia, New Zealand and Pacific Island Nations 12  
     Eurasia Region 12  
         Eurasia: Russia 12  
         Eurasia: The Caucasus 12  
         Eurasia: Ukraine and Belarus 12  
     Europe 12  
         Europe: Regional Introduction 12  
     Near East and North Africa Region 12

Near East and North Africa: North Africa 12  
 Near East and North Africa: The Arabian Peninsula 12  
 Near East and North Africa: The Fertile Crescent 13  
 South and Central Asia Region 13  
     South and Central Asia: Central Asia 13  
     South and Central Asia: South Asia Sub-Continent 13  
 Western Hemisphere Region 13  
     Western Hemisphere: Andean Republics 13  
     Western Hemisphere: Brazil 13  
     Western Hemisphere: Caribbean 13  
     Western Hemisphere: Central America 13  
     Western Hemisphere: Haiti 13  
     Western Hemisphere: Mexico 14  
     Western Hemisphere: Southern Cone 14  
 Arms Control and Nonproliferation 52  
 Assisting Victims of Crime, Overview 22  
 Automated Systems for Consular Managers 22  
 Automotive Technical Training - Basic 46  
 Avaya CallPilot System Administration 15  
 Avaya (Nortel) Meridian 61C/11C (CS1000M) 15

## B

Basic EEO Counselor Training 35  
 Basic Emergency Medical Trauma Training 56  
 Basic Principles of Video Technical and Visual Diplomacy Seminar 53  
 Basics for Overseas Posts 29  
 Better Office English: Oral 14  
 Beyond-Three Training 39  
 Biotechnology and Global Challenges: Trade, Food Security, Energy, and Climate Change 36  
 Bloodborne Pathogens for Health Unit Staff 31  
 Budgeting for Supervisors 45  
 Budget Techniques 45  
 Building Automation Systems 44  
 Bureau/Mission Offsites 40

## C

Cable and Memo Writing 55  
 CallPilot Installation and Maintenance 15  
 Career Builders: Communication Skills 14  
 Cashiering, Advanced 45  
 Cashiering, Basic Overseas 45  
 Certified Information System Security Professional Review Seminar 15  
 Change Management 40  
 Chinese (Mandarin) Express I Part 1 27  
 Chinese (Mandarin) Express I Part 2 27  
 Chinese (Mandarin) Reading Maintenance, Volume I 28

Citizenship Fraud Prevention Course, Advanced 22  
 Civilian Service Tradecraft Course 56  
 Civil Service Mentoring Workshop 40  
 Civil Service Office Support Essentials 50  
 Civil Service Office Support Professional Program 50  
 Classified and Sensitive but Unclassified Information: Identifying and Marking 30  
 Classified Equipment Lifecycle Management 15  
 Coaching and Collaboration 40  
 Collecting Consular Fees: Training for the Consular Cashier 26  
 Combating Trafficking in Persons 27  
 Commercial and Digital Satellite Terminals 15  
 Commercial Tradecraft 36  
 Commercial Tradecraft, Introduction to 27  
 Communicating Across Cultures 57  
 Communicating with Congress: Briefing and Testifying 40  
 Communication and Public Speaking 14  
 Communication Liaison Office Responsibilities, Introduction to the 30  
 Communication Skills 14  
 Comprehensive Online 33  
 Computer and Communications System Technical Skill 31  
 Computer End-User Skills 19  
 COMSEC and CRYPTO 15  
 COMSEC Auditor Annual Mandatory Refresh Training 15  
 COMSEC Auditor Foundations 15  
 Conflict Management 40  
 Congressional Relations 52  
 Consular Agents' Workshop 24  
 Consular Country Coordinators Workshop 22  
 Consular Course, Advanced 22  
 Consular Course, Basic 22  
 Consular Fees: Training for the Consular Agent 27  
 Consular FSN and Consular Agents 24  
 Consular Fundamentals for Mid-level Officers 23  
 Consular Leadership Development Course 23  
 Consular Management Basics 27  
 Consular Management Controls 27  
 Consular Management Tools and Techniques 23  
 Consular Namechecking and Identity Recognition Techniques Overview, Advanced 23  
 Consular Namechecking for Passport Adjudicators 23  
 Consular Section Chief Basics 23  
 Consular Task Force Basics 27  
 Consular Training for Principal Officers 23  
 Consular Training Segments 23  
 Consultation: Learning Styles Diagnosis 39  
 Consultation: Learning Styles Diagnosis Follow-up Appointment 39  
 Consultations 39  
 Contact Database User Training 50  
 Contact Numbers 6  
 Contract Administration Workshop 43  
 Contracting Officer's Representative 43  
 Contracting Officer's Representative and Government Technical Monitor Training 43  
 Creating Digital Media for Public Diplomacy Outreach 53  
 Crisis Leadership 40

Crisis Management Exercise, Overseas 28, 34, 40  
 Crisis Management Marine Expeditionary Exercise, Advanced 40  
 Crisis Management Overview 35  
 Crisis Management Overview, Overseas 28, 40  
 Crisis Management Special Events Exercise 28, 35, 40  
 Crisis Management Special Events Overview 28, 35, 40  
 Cross-Cultural Values 49  
 Crucial Conversations 40  
 CS1000 Database Administration Release 6.0 and Up 15  
 CS1000 Release 7.5 Installation and Maintenance 15  
 Current Installation Practices 15  
 Customer-Focused Performance 49  
 Customer Service 49  
 Customized Applications Training (Three Days) 19  
 Customized Applications Training (Two Hour) 19  
 Cyber Security Awareness 31

## D

Dari Express Part 1 27  
 Dari Express Part 2 27  
 Data Networks, Introduction to 26, 31  
 DCM/Principal Officer Spouse, The Role of the 58  
 Department of State Applied Systems 15  
 Department of State: History, Authorities and the Interagency Process 30  
 Deputy Chiefs of Mission/Principal Officers Seminar 40  
 Detecting Fraudulent Documents 27  
 Detecting Imposters 27  
 Development in Diplomacy and Foreign Policy 30  
 Diplomacy at High Threat Posts 56  
 Diplomatic Telecommunications Service Satellite Communications, Introduction to 26  
 Diplomatic Telecommunications Service Satellite Communications Theory, Introduction to 31  
 Diplomatic Telecommunications Service Satellite (Satcom Theory) Communications, Introduction to 16  
 DIRECTIONS 76  
 Disability and Reasonable Accommodations 29  
 Distance Learning 26  
 Distance Learning Scheduled Courses 31  
 Diversity 35  
 Domestic Emergency Management 31  
 Domestic Facility Emergency Management 29  
 Domestic Management Officers Seminar 49  
 Domestic Programs 37  
 DS Contracting Officer's Representative 43  
 Duplexer Tuning and Installation 16

## E

E2 Solutions: Online Booking Engine 30  
 E2 Solutions: System Administrator 30  
 E2 Solutions: Travel Approver 30  
 E2 Solutions: Travel Arranger 30  
 E2 Solutions: Traveler 30  
 eAllowances: Per Diem 29  
 eAllowances: Retail Price Schedule 29  
 Early Morning 38  
 Economic and Commercial Studies 35  
 Economic Courses 35  
 Economic Issues 35  
 Economic Practicum 35  
 eCountry Clearance: Approver 30  
 eCountry Clearance: Post Administrator 30  
 eCountry Clearance: Requestor 30  
 Educational and Cultural Seminar for Public Diplomacy LE Staff 55  
 EEO Counselor Training Refresher 35  
 EEO/Diversity Awareness for Managers and Supervisors 35  
 Effective Speaking and Listening Skills 14  
 Egypt: Cultural Interactions and Connections 26  
 Electrical Power Generation for Facility Managers 44  
 Elevator Maintenance Management 44  
 Emergency Action Committee 29  
 Emergency and Evacuation Radio Skills, Basic 26  
 Employee Association Board Training 30  
 Employee Relations Seminar 40  
 Employment Tools for Foreign Service Life 57  
 Encouraging Resilience in the Foreign Service Child 58  
 Energy: Power Generation 36  
 English Language Programs in Public Diplomacy 53  
 Enhancing Training with Learning Technology 53  
 Enterprise Satellite Service 16  
 Environmental and Resource Courses 36  
 Environment, Science, Technology and Health for Foreign Service Nationals 36  
 Environment, Science, Technology and Health Tradecraft 36  
 ePerformance for Civil Service 29  
 ePerformance for Foreign Service 29  
 Essential Skills for Facilitating Groups 57  
 Essentials of Overseas Management 49  
 Ethics—Financial Disclosure Initial Reviewer Training 29  
 Ethics in the Grants Environment 53  
 Ethics Orientation for New Employees 29  
 Ethics Orientation for New Locally Employed Staff 29  
 Ethics Orientation for New Special Government Employees 29  
 EUR-10 HR American Programs Training 47  
 Evacuation Management System, Introduction to the 29  
 Examining U.S. Passports 27  
 Explaining America 58  
 Express I 33  
 Express II 33  
 Express III 33

## F

Facility Management Training 44  
 Facility Manager Tradecraft 44  
 Facility Manager Tradecraft, Advanced 44  
 FASTNet Core Operations and Maintenance 16, 26, 32  
 FASTNet Operations and Troubleshooting 16  
 FASTNet Post Operation and Maintenance 32  
 FASTNet Post Operations and Maintenance 26  
 FASTNet Provisioning Bootcamp 16  
 Federal Assistance Financial Management, Overview of 29  
 Federal Grants Update 53  
 Federal Information Risk Assessment 16  
 Files and Records Management 30, 50  
 Financial Management, Advanced 45  
 Financial Management and Estate Planning Workshop 31, 56  
 Financial Management Overseas 45  
 Financial Management Overseas, Basics of 45  
 Financial Systems Workshop for Systems Administrators 45  
 Foreign Assistance Program Monitoring and Evaluation 30  
 Foreign Policy Advisors Orientation Course 52  
 Foreign Service Economic Studies 35  
 Foreign Service National Commercial Acquisitions 44  
 Foreign Service National Communication Skills 14  
 Foreign Service National Economic Training 35  
 Foreign Service National Leadership 29, 40  
 Foreign Service National Supervisory Skills 49  
 Foreign Service National Supervisory Skills—Beyond the Basics 49  
 Foreign Service Office Management Specialist Training for Entering Personnel 50  
 Foreign Service Retirement System for HR, Overview of 47  
 Foreign Service Retirement Tradecraft 47  
 Foundation Courses 57  
 Foundations of International Law 52  
 Foundations of Public Diplomacy 54  
 Fraud Prevention for Consular Managers 23  
 Fraud Prevention Workshop for Foreign Service Nationals 24  
 French, Intermediate Part 1 27  
 French, Intermediate Part 2 27  
 French Listening Comprehension 28  
 French Online Speaking 28  
 French Reading Maintenance, Volume II 28  
 French (Sub-Saharan) Express I Part 1 27  
 French (Sub-Saharan) Express I Part 2 27  
 FSI Online Language Resource Library 28  
 Fulbright Program, Introduction to the 30  
 Fulbright Program Planning 30  
 Fulbright Student and Scholar Programs at Post, Managing U.S. 31  
 Fulbright Student and Scholar Programs at Post, Managing Visiting 31  
 Fundamentals of Contractor Held Property 29  
 Fundamentals of Supervision 40

## G

General Information 1  
 General Services Officer Logistics and Supply Chain Management Training 46  
 General Services Operations 46  
 General Services Operations, Advanced 47  
 General Services Operations Training 46  
 German Comprehensive Online 27  
 German Express I Part 1 27  
 German Express I Part 2 27  
 Getting Started with Social Media 54  
 Global and Multilateral Issues 37  
 Global Employment Management System, Position Management in 47  
 Global Employment Management System Processing, Basic 47  
 Global Financial Management System - New User Basic 45  
 Global Financial Management System - New User Charleston Extended 45  
 Global Health Diplomacy 36  
 Going Overseas For Families 59  
 Going Overseas for Singles and Couples Without Children 59  
 Going Overseas - Logistics For Adults 59  
 Going Overseas - Logistics For Children 59  
 Going Overseas Series 59  
 Grants and Cooperative Agreements, Introduction to 31, 54  
 Greek Express I Part 1 27  
 Greek Express I Part 2 27  
 GSO - Acquisitions 44  
 GSO - Logistics Management Overseas: Supply Chain 48  
 GSO - Logistics Management Overseas: Travel and Motor Pool 48  
 GSO - Make Ready Process Refresher 29  
 GSO - Real Estate 47  
 GSO - Warehouse Management Refresher 29

## H

Haitian Creole Express Part 1 27  
 Haitian Creole Express Part 2 27  
 High Stress Assignment Outbriefing Program 41  
 High Stress Assignment Outbriefing Program - Special Session 41  
 High Stress Assignments, Pre-Deployment Preparation for 41  
 Housing Workshop for LE Staff 47  
 How to Be a Certifying Officer 29  
 How to Be Contracting Officer's Representative 29  
 Human Resource Management Overseas 47  
 Human Resources, Basic 47  
 Human Resources for LE Staff, Intermediate 47  
 Human Resources Management Training 47  
 Human Trafficking Awareness Training 27  
 HVAC Fundamentals for Building Managers 44

## I

ICASS Basics 45  
 ICASS Cost Distribution Fundamentals and Invoices 29  
 ICASS Executive Seminar 46  
 ICASS, Working with 46  
 ILSM AM Property Reconciliation Process Refresher Training (Domestic) 48  
 ILSM Ariba User Advocate Training 48  
 ILSM Asset Management - Basic Property Recordkeeping (Domestic) 30  
 ILSM Asset Management - Basic Property Recordkeeping (Overseas) 30  
 ILSM Asset Management Basic Property Recordkeeping Refresher (Domestic) 48  
 ILSM Asset Management Excess Property Custodial Officer Training (Domestic) 48  
 ILSM Asset Management - Property Reconciliation Process (Domestic) 30  
 ILSM Asset Management - Property Reconciliation Process (Overseas) 30  
 ILSM Domestic Ariba Advanced User Training 48  
 ILSM Domestic Ariba: Approver Training 48  
 ILSM Domestic Ariba: Budget and Fiscal 48  
 ILSM Domestic Ariba: Purchase Card Training 48  
 ILSM Domestic Ariba: Requester 48  
 ILSM Domestic Unclassified Diplomatic Pouch and Mail 30  
 ILSM Overseas Ariba Accountant 30  
 ILSM Overseas Ariba Approver Training 30  
 ILSM Overseas Ariba Contracts: Contracting Officer Training 30  
 ILSM Overseas Ariba Contracts: Procurement Agent 30  
 ILSM Overseas Ariba Contracts Training 49  
 ILSM Overseas Ariba Management 30  
 ILSM Overseas Ariba Non-Serviced Agency Training 30  
 ILSM Overseas Ariba Procurement 30  
 ILSM Overseas Ariba Purchase Card Holder Training 30  
 ILSM Overseas Ariba Requester Training 30  
 ILSM Overseas Ariba Training, Advanced 49  
 ILSM Overseas Ariba Voucher Examiner 30  
 ILSM Overseas Ariba Watcher Training 30  
 ILSM Overseas Asset Management and Expendables User Advocate Training 49  
 ILSM Overseas Asset Management Training, Advanced 49  
 ILSM Overseas Classified DPM 30  
 ILSM Overseas Fleet Management Information System User Advocate Training 49  
 ILSM Overseas Management User Advocate Training 49  
 ILSM Overseas Unclassified Diplomatic Pouch and Mail 30  
 Immigrant Visa Petitions and Revocation Guidance 27  
 Immigration Law and Visa Operations 27  
 Influence by Design 41  
 Information and Media Seminar for Public Diplomacy LE Staff 55  
 Information Program Center Operations and Fundamentals 16

Information Resource Centers Seminar for Public Diplomacy LE Staff 55  
 Information Resource Center Workshop 54  
 Information Resource Officer Orientation 51  
 Information Resources Management Tradecraft 16  
 Information Sharing Environment 31  
 INL Orientation Workshop 37  
 INL Program and Project Management I 30  
 Intact Work Group Training 57  
 Intellectual Property Rights 36  
 Intellectual Property Rights: Copyright and Related Rights 27  
 Intellectual Property Rights: Core Course 27  
 Intellectual Property Rights: Geographical Indications 27  
 Intellectual Property Rights: Industrial Designs 27  
 Intellectual Property Rights: Trademarks 27  
 Intellectual Property Rights: Traditional Knowledge and Expressions 27  
 Intelligence and Foreign Policy 52  
 Intensive Language Conversion Course 38  
 Intermediate Language 33  
 International Development and NGOs: Employment Options 58  
 International Negotiation: Art and Skills 50  
 International Negotiations, Advanced 50  
 International Terrorism: Understanding the Threat and Formulating the Response 37  
 International Trade, Basics of 27  
 International Transportation Policy 36  
 Internet/Telecom Policy 36  
 Introductory Language 34  
 INVEST: Leahy Vetting at Post 30  
 INVEST: Leahy Vetting in Washington 30  
 Iraq Familiarization 56  
 IRM for New Employees, Introduction to 16  
 IRM Tradecraft for the Information Technology Manager 17  
 IT Business Case Part I 17  
 IT Business Case Part II 17  
 IT Contingency Planning 26  
 IT Disaster Recovery and Contingency Planning 17

## J

Japanese Express I Part 1 27  
 Japanese Express I Part 2 27  
 Job Search Program 56

## K

Knowledge Center Reporting Tool (Person and Position Universe), Basic 47  
 Korean Introductory Part 1 28  
 Korean Introductory Part 2 28

**L**

Labor Officer Skills 37  
 Language Conversion 34  
 Language for Consular Officers 39  
 Language for Consular Tradecraft 34  
 Language for Diplomatic Security Agents 34  
 Language Studies 37  
 Language Testing 39  
 Leadership Fundamentals 41  
 Leadership/Management 39  
 Leadership Management Training 34  
 Leadership Skills, Advanced 41  
 Leadership Skills, Basic 41  
 Leadership Skills, Intermediate 41  
 Leading A Diverse Workforce 35  
 Leading at a High Threat Post 42  
 Leading Organizations through Change 42  
 Legal Considerations in the Foreign Service 59  
 Legislative Affairs Orientation 52  
 Lesbian, Gay, Bisexual and Transgender in Foreign Service 58  
 LE Staff Compensation 48  
 LE Staff Position Management and Classification 48  
 Life Skills Training—Select Communities 58  
 Limited Non-Career Appointment Orientation 51  
 Listening Comprehension 34  
 Local Emergency and Evacuation Network—VHF/UHF 17  
 Locally Employed Staff Public Diplomacy Training 55  
 Locally Employed Staff Recruitment Workshop 48  
 Logistics Management Training 48  
 Low Cost Satellite Terminal Operations and Maintenance 17

**M**

Maintaining Long Distance Relationships 58  
 Management Controls 30  
 Management Oversight of Construction Safety and Occupational Health Programs 44  
 Management Tradecraft 43  
 Management Tradecraft, Overseas 49  
 Management Tradecraft Training 49  
 Management Workshop, Advanced 49  
 Managerial Problem Solving and Decision-Making 42  
 Manager's Workshop, Passport Customer Service 23  
 Manage to Motivate 42  
 Managing Cashier Operations Overseas 46  
 Managing Customer Service 49  
 Managing Foreign Assistance Awards Overseas 52  
 Managing Projects at State 50  
 Managing Projects at State-OBO Companion Course 50  
 Managing Public Diplomacy Resources 31  
 Managing Public Diplomacy Resources at Post 54  
 Managing Rental Property Overseas 59  
 Managing the International Visitor Leadership Program and Post EVDB Web Application 54

Managing the International Visitor Leadership Program at Post 31  
 Managing Up 42  
 Managing Up: Basic Skills and Tips 42  
 Managing Up: Linking Support and Supervision 42  
 Managing Up: Linking Support and Supervision 29  
 Managing Up: Working Effectively with Your Manager 42  
 Mango for Department of State LE Staff 28  
 Marketing and Message Development Resources for Public Diplomacy 54  
 MClass for Approvers 48  
 Measuring Performance 29  
 Media Monitoring and Reporting 31  
 MEPI Coordinator, Administrator and Project Officer Training 37  
 Meridian Voice Mail 17  
 Merit Based Compensation 48  
 Microsoft Exchange Essentials 17  
 Microsoft Exchange Server 2010 17  
 Microsoft Publisher 2010 21  
 Mid-Career Retirement Planning Seminar 31, 56  
 Middle East Partnership Initiative Project Officer 30  
 Miscellaneous Courses 36  
 Mission Classification Online Tutorial 29  
 Mission Press Office 31  
 Mission Support Planning (DAU DL Contracting Course) 29  
 Monitoring Grants and Cooperative Agreements 31, 54  
 Motivation 42  
 Motor Pool Management Overseas 29  
 Motor Pool Training 47  
 MS Access 2010 – Level One 20  
 MS Access 2010 - Microsoft Office Specialist 20  
 MS Excel 2010 – Level One 20  
 MS Excel 2010 – Level Two 20  
 MS Excel 2010 – Microsoft Office Specialist 20  
 MS Office 2010: Excel – Mentored, Advanced 26, 32  
 MS Office 2010: Excel – Mentored, Beginning 26, 32  
 MS Office 2010: Outlook – Mentored, Advanced 26  
 MS Office 2010: Outlook –Mentored, Advanced 32  
 MS Office 2010: Outlook – Mentored, Beginning 26, 32  
 MS Office 2010: PowerPoint – Mentored, Advanced 32  
 MS Office 2010: PowerPoint–Mentored, Advanced 26  
 MS Office 2010: PowerPoint – Mentored, Beginning 32  
 MS Office 2010: PowerPoint–Mentored, Beginning 26  
 MS Office 2010: Word – Mentored, Advanced 26, 33  
 MS Office 2010: Word – Mentored, Beginning 26, 33  
 MS Office Applications, Customized 20  
 MS Office Week 2010 20  
 MS Outlook 2010 20

MS Outlook 2010 – Microsoft Office Specialist 20  
 MS PowerPoint 2010 – Level One 20  
 MS PowerPoint 2010 – Microsoft Office Specialist 20  
 MS Project 2010, Introduction 21  
 MS SharePoint 2010 Business Process Automation 21  
 MS SharePoint 2010 – Business Users 21  
 MS SharePoint 2010 – Site Owner 21  
 MS Visio 2010: Business Process Diagramming 21  
 MS Windows 7/Internet Explorer 8 22  
 MS Word 2010 – Advanced 22  
 Multilateral Diplomacy 37  
 Myers-Briggs Type Indicator and Temperaments 50  
 Myers-Briggs Type Indicator, An Introduction 50

**N**

Nationality Law and Consular Procedures 27  
 National Security Executive Leadership Seminar 42  
 National Training Program 23  
 National Training Program, Intermediate 23  
 Negotiation 50  
 New Approaches to Addressing Corruption 36  
 New Trends in Public Diplomacy 54  
 No FEAR Act Training 29  
 Nonimmigrant Visa Petitions and Revocation Guidance 27  
 Nortel Business Communication Manager 17

**O**

OBO Asbestos Inspector and Environmental Training 44  
 OBO Construction, Facility, and Security Management Training 44  
 OBO HAZMAT Training 44  
 OBO Security Classification Guide Training 29  
 Office Management 50  
 Office Management Specialists Training Symposium 50  
 Office Support Essentials for Locally Employed Staff 51  
 OMS Front Office Skills 51  
 Onyx Operations and Troubleshooting 18  
 Operations Center Task Force 29  
 Orientation 51  
 Orientation for Civil Service Employees 51  
 Orientation for Consular Adjudicators 51  
 Orientation for Foreign Service Officers 51  
 Orientation for Foreign Service Specialist 51  
 Orientation for Locally Employed Staff 30  
 Orientation for Non-Career Domestic Appointees 51  
 Orientation Presidential Management Fellows 51  
 Orientation to Overseas Consular and Duty Officer 24  
 Orientation to Passport Adjudication for Non-Specialists 24



Orientation to State Overseas 51  
 Other Language Courses 34  
 Out and About in [City] 28  
 Overcoming Boundaries: Working Effectively  
 Across Office and Agency Lines 42  
 Overseas Advanced Training – The Field Schools  
 39  
 Arabic 39  
 Chinese (Mandarin) 39  
 Japanese 39  
 Korean 39  
 Overseas Citizen Services Issues for Mid-Level  
 Consular Officers 24  
 Overseas Citizens Services 27  
 Overseas Contracting Officer Update Training 29  
 Overseas Employment, Basics for 58  
 Overseas Facilities Management 44  
 Overseas Living 52  
 Overseas Programs 39  
 Overseas Supervisory Workshop 42

## P

Pakistan Familiarization 56  
 Partnership in Development and Diplomacy 52  
 Pashto Express I Part 1 27  
 Pashto Express I Part 2 27  
 Passport and Nationality for Domestic  
 Adjudicators 24  
 Passport Data Security Awareness 27  
 Passport Management Essentials 24  
 Pathways to Success Using Myers-Briggs Type  
 Indicator 51  
 Payroll and Allowances, Overseas 46  
 PE342 Intellectual Property Rights: Patents and  
 Undisclosed Information 27  
 People to People 34  
 People to People Advanced Russian I 28  
 People to People Advanced Russian II 28  
 Performance Management and Evaluation, Civil  
 Service 29  
 Performance Management and Evaluation,  
 Foreign Service 29  
 Performance Management and Evaluation,  
 Locally Employed Staff 29  
 Persian (Farsi) Introductory II Part 1 28  
 Persian (Farsi) Introductory II Part 2 28  
 Persian (Farsi) Introductory I Part 1 28  
 Persian (Farsi) Introductory I Part 2 28  
 Personal Finances and Investments for Foreign  
 Affairs Personnel 59  
 Personal Identity Verification Module 2 31  
 Personal Protective Equipment 29  
 Petroleum and Gas Industry 36  
 Policy Priorities in Multilateral Diplomacy: The  
 Prevention of Genocide and Mass Atrocities  
 37  
 Policy Roundtables 43  
 Polish Express I Part 1 27  
 Polish Express I Part 2 27  
 Polish Reading Maintenance, Volume 28  
 Political and Economic Training for LE Staff,  
 Overseas 52  
 Political/Economic Counselor Seminar 35, 52  
 Political/Economic Tradecraft 35, 52

Political-Military Affairs 52  
 Political Training 52  
 Political Training for Foreign Service Nationals  
 53  
 Political Training for Foreign Service Nationals/  
 Locally Employed Staff, Advanced 53  
 Population, Refugee and Migration Monitoring  
 and Evaluation of Humanitarian Assistance  
 53  
 Population, Refugee and Migration Officers  
 Monitoring and Evaluation Workshop 53  
 Population, Refugee and Migration Officers  
 Orientation 53  
 Portable Careers: Employment Options 58  
 Portuguese Express I Part 1 27  
 Portuguese Express I Part 2 27  
 Portuguese Reading Maintenance, Volume I 28  
 Post Allowance: Retail Price Collecting 29  
 Post Community and Country Research 58  
 Post Duty Officer Responsibilities, Introduction  
 to 30  
 Post Language Officer Course 28  
 Post Language Teacher Orientation 28  
 Post Management Officer Tradecraft 50  
 Potentially Fraudulent Birth Documents 24  
 Preparing for an International Organization  
 Meeting 30  
 Preservation of U.S. Heritage Assets 29  
 Principles of Appropriation Law 46  
 Processing Security Advisory Opinions 27  
 Professional Development for CLO Coordinators  
 52  
 Professional Tradecraft for HR/CDA Staff 48  
 Program Planning and Assessment 53  
 Project Management, Problem Solving and  
 Negotiation Skills for OMSs 51  
 ProjNetSM Facilitating Design and Construction  
 Communication 29  
 Promoting Gender Equality to Advance Foreign  
 Policy 53  
 Promoting Human Rights and Democracy 37  
 Property Management and ILMS AM Training 47  
 Property Management for Custodial Officers 29  
 Property Management & Warehousing Workshop  
 47  
 Protecting Personally Identifiable Information 30  
 Protocol and U.S. Representation Abroad 58  
 Protocol Assistants Workshop 51  
 Public Diplomacy 53  
 Public Diplomacy Desk Officers Tradecraft 54  
 Public Diplomacy, Introduction to 54  
 Public Diplomacy Tradecraft for Cultural Affairs  
 Officers 54  
 Public Diplomacy Tradecraft for Information  
 Officers 54  
 Public Diplomacy Tradecraft for Public Affairs  
 Officers 54  
 Public-Private Partnerships 30  
 Purchase Card, Advanced 44  
 Purchase Card Basics 44  
 Purchase Card Designated Billing Official  
 Training 29  
 Purchase Card Program Coordinator Training 29  
 Purchase Card Self-Certification Training 29  
 Putting Adult Learning into Practice 57

## R

Raising Bilingual Children 59  
 Reading and Understanding Fiscal Data 29  
 Reading Maintenance 34  
 Realities of Foreign Service Life 58  
 Real Property Management 29  
 Reconstruction, Stabilization and Conflict  
 Transformation 55  
 Refresher Courses 39  
 Regional Consular Officers Workshop 24  
 Regional Emergency and Evacuation Network–  
 HF 18  
 Regional Financial Management System/  
 Momentum for Certifying Officers 29  
 Regional Workshop for Senior Consular Foreign  
 Service Nationals 25  
 Regulations Allowances and Finances in the  
 Foreign Service Context 58  
 Religion and Foreign Policy 37  
 Resilience Strategies for Success Overseas 58  
 Retirement 56  
 Retirement Planning Seminar 31, 56  
 Rosetta Stone Language Training 28  
 Russia: Cultural Interactions and Connections  
 26  
 Russian Express I Part 1 27  
 Russian Express I Part 2 27  
 Russian for Consular Tradecraft 28  
 Russian Reading Maintenance, Volume I 28  
 Russian Reading Maintenance, Volume II 28  
 Russian to Polish Conversion Part 1 28  
 Russian to Polish Conversion Part 2 28

## S

Safety 56  
 Safety, Health and Environment, Introduction  
 to 29  
 Satellite Communication Terminals SC-3 and  
 SC-7 Retrofit Operations and Maintenance  
 18  
 SC-11 Operations and Maintenance 18  
 SC-11 Troubleshooting 18  
 Security 57  
 Security+ 18, 26, 32  
 Security Classification Guide Training 29  
 Security Overseas Seminar 57  
 Security Overseas Seminar, Advanced 31  
 Senior Executive Threshold Seminar 43  
 Servicing Serviced Agencies 46  
 7 Habits of Highly Effective People 39  
 SHEM Post Occupational Safety and Health  
 Officers Training 45  
 Simplified Acquisition Procedures 29  
 Simulated Operations 18  
 Singles in the Foreign Service 59  
 SIPRNet in Department of State Environment 22  
 SkillSoft General Library<sup>1</sup> Distance Learning  
 Program 26  
 SMART End-User Training 22, 26, 33  
 SMART Messaging: A Course for System  
 Administrators 26  
 SMART Messaging: A Course for Users 26  
 SMART System Administrator: Messaging  
 Operations 18

Social Media Practitioners' Workshop 55  
 Social Media Strategy Practicum 55  
 Social Media, the State Department, and You 31  
 Spanish Express I Part 1 27  
 Spanish Express I Part 2 27  
 Spanish for Consular Tradecraft 28  
 Spanish for Diplomatic Security Agents 28  
 Spanish, Intermediate Part 1 27  
 Spanish, Intermediate Part 2 27  
 Spanish Listening Comprehension 28  
 Spanish Reading Maintenance, Volume I 28  
 Spanish to Portuguese Conversion Part 1 28  
 Spanish to Portuguese Conversion Part 2 28  
 Special Contracts Workshop 44  
 Special Education Needs Overseas Seminar 59  
 Spouse/Partner Orientation 51  
 Staff Development Training 57  
 Starting Right: A Seminar for Program Directors 43  
 Strategic Planning for Public Diplomacy 31  
 Strategic Planning Workshop for Public Diplomacy 55  
 Supervising a Cashier 46  
 Supply Chain Management, Introduction to 30  
 Supporting CA Systems and Applications 18  
 Symposium for Supervisory Passport Specialists 24  
 Systems Administration in a Virtual Environment 19

## T

TAGS and Terms 30  
 Tax Seminar 59  
 Team Building 43  
 Team Building and Team Dynamics 43  
 Team Building for Results 43  
 Telephone, Basic 19  
 Telephone Security, Introduction to 26  
 Terrorism Finance and Economic Sanctions 37  
 Testing 39  
 The Basic Courses: Long-Term Language and Area Studies 37  
   All Other Languages Basic 38  
   French, Portuguese and Spanish Basic 37  
   German Basic 38  
   Italian, Romanian, Danish, Dutch, Norwegian and Swedish Basic 38  
 The FAST Courses: Familiarization and Short-Term Language Studies 38  
   All Other Languages FAST 38  
   French, Italian, Portuguese, Romanian and Spanish FAST 38  
   Russian and German FAST 38  
 The Ultimate 360: Comprehensive Feedback Instruments for Senior Executives 43  
 3.7x Satellite System Operations and Maintenance 14  
 Time and Attendance 46  
 Time and Attendance for Overseas Staff, Basics of 29  
 Time Management 43  
 Trade Agreement Monitoring and Implementation 36  
 Trade Investment and Commercial Training 36

Trafficking in Persons Awareness for Diplomatic Security Personnel 27  
 Training and Presentation Skills 57  
 Training Design Practicum, Advanced 57  
 Training Design Workshop 57  
 Training Evaluation Workshop 53  
 Training Skills 57  
 Training Skills Practicum, Advanced 57  
 Training Tradecraft 57  
 Transitions 57  
 Transition to Washington for Foreign-Born Spouses 59  
 Transition Workshops and Presentations 58  
 Transportation Workshop for LE Staff 49  
 Transportation Workshop for LE Staff, Advanced 49  
 Traveling with Pets 59  
 Travel Policies and Procedures at Post 29  
 Travel Policies and Procedures for Domestic Offices 30  
 Travel Policy 46

## U

Understanding International Cultural Heritage 31  
 Understanding the Interagency 43  
 Uniformed Services Employment and Reemployment Rights Act 30  
 Urdu Express Part 1 27  
 Urdu Express Part 2 27  
 U.S. Global Investment Policy 36  
 U.S. Role in Multilateral Development Banks 36

## V

VIP Visits: Basic Managing Hotels and Control Rooms 29  
 VIP Visits: Effective Transportation, Motorcade and Baggage Support 29  
 VIP Visits: Funding and Procurement 29  
 Visa Issues for Mid-Level Consular Officers 24  
 Visual Diplomacy: Engaging Audiences Through Photos and Video 31  
 Visual Diplomacy: Photo and Video 55  
 VoIP, Introduction to 19  
 Voucher Examination, Advanced 46  
 Voucher Examination, Basic 46  
 Voucher Examiner Course 29  
 Vouchering and Certification 46

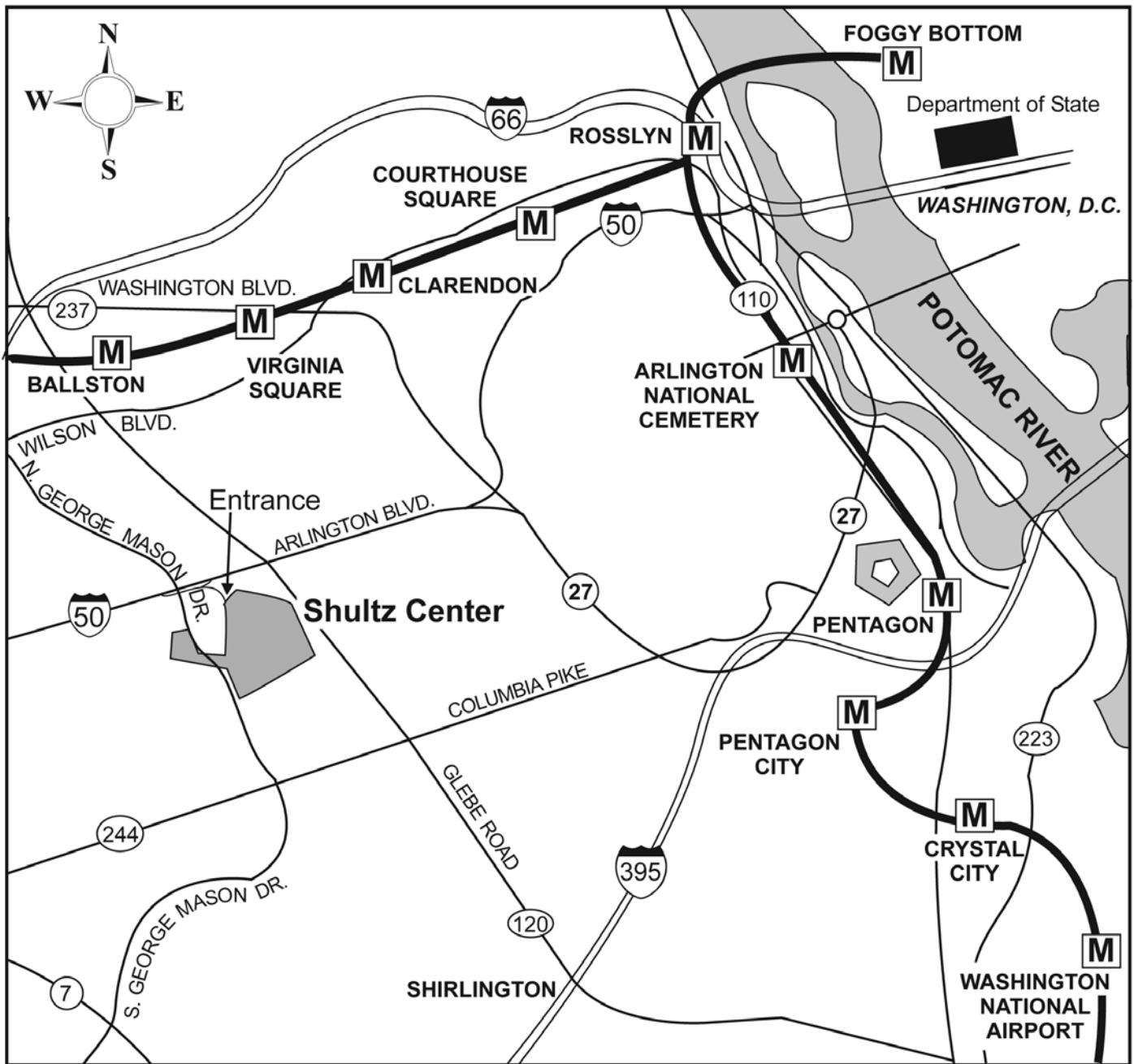
## W

Washington Energy Seminar 36  
 Washington Tradecraft 52  
 Web.ICASS 46  
 Web.PASS Expendable Supplies: Basic Recordkeeping 29  
 Web.PASS Expendable Supplies: Inventory Management and Reports 29  
 Web.PASS Post Personnel: American Track 30  
 Web.PASS Post Personnel: Local Track 30

Web.PASS Procurement: Accounting Department 29  
 Web.PASS Procurement: Basic Overview 29  
 Web.PASS Procurement: Contracting Officer 29  
 Web.PASS Procurement: Financial Management Officer 29  
 Web.PASS Procurement: Procurement Department 29  
 Web.PASS Procurement: Receiving Department 29  
 Web.PASS Procurement: Vouchering Department 29  
 Web.PASS Vehicle Registration and Maintenance 29  
 Web.PASS Visitor Management 30  
 Web.PASS Work Order for Windows 29  
 WebRABIT State Program and PD Budget Preparation Tool 29  
 Windows 7 Administration 19  
 Windows Server 2008, Advanced 19  
 Working in an Embassy, Introduction to 30  
 Working in the Department Seminar 52  
 Working with the Domestic Media 55  
 Workshop for American Citizen Services Foreign Service Nationals 25  
 Workshop for Immigrant Visa Foreign Service Nationals 25  
 Workshop for Non-Immigrant Visa Foreign Service Nationals 25  
 Workshop on Cultural, Educational and Exchange Programs for Public Diplomacy 55  
 Workshop on Information Resource Centers and American Corners 55  
 Workshop on Media and Information Programs 55  
 World Trade Organization History and Core Principles 27  
 Writing for the Media 31  
 Writing Skills I – Grammar Fundamentals 14  
 Writing Skills III – Advanced Business Writing 14  
 Writing Skills II – Intermediate Business Writing 14  
 Writing Specific Objectives 31

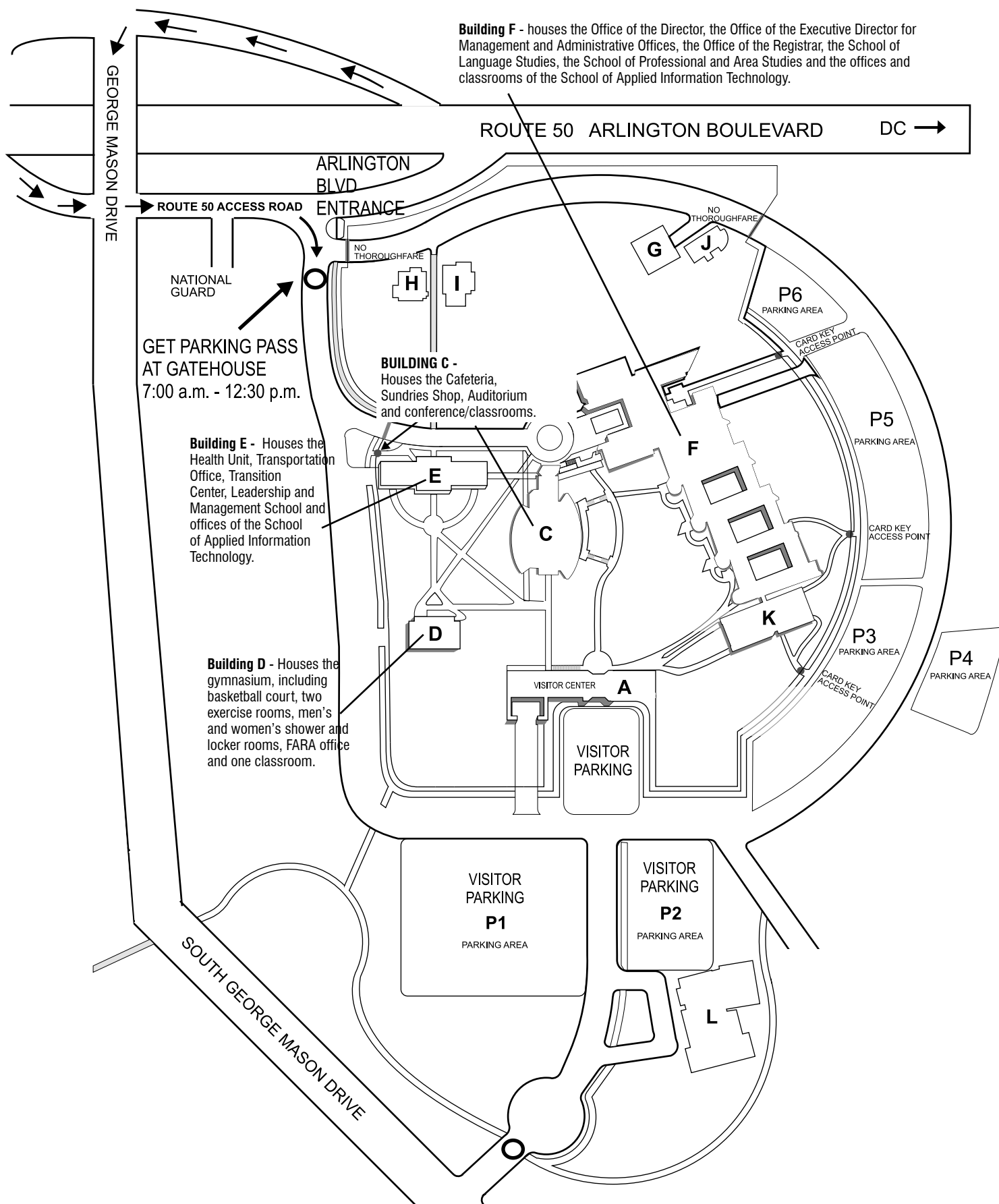
## Y

Young Diplomats Overseas Preparedness 59



## DIRECTIONS

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2014 CALENDAR													
JANUARY							FEBRUARY						
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24	25	26																																									



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